

CHAPTER 4 PROPERTY BOOK SYSTEM

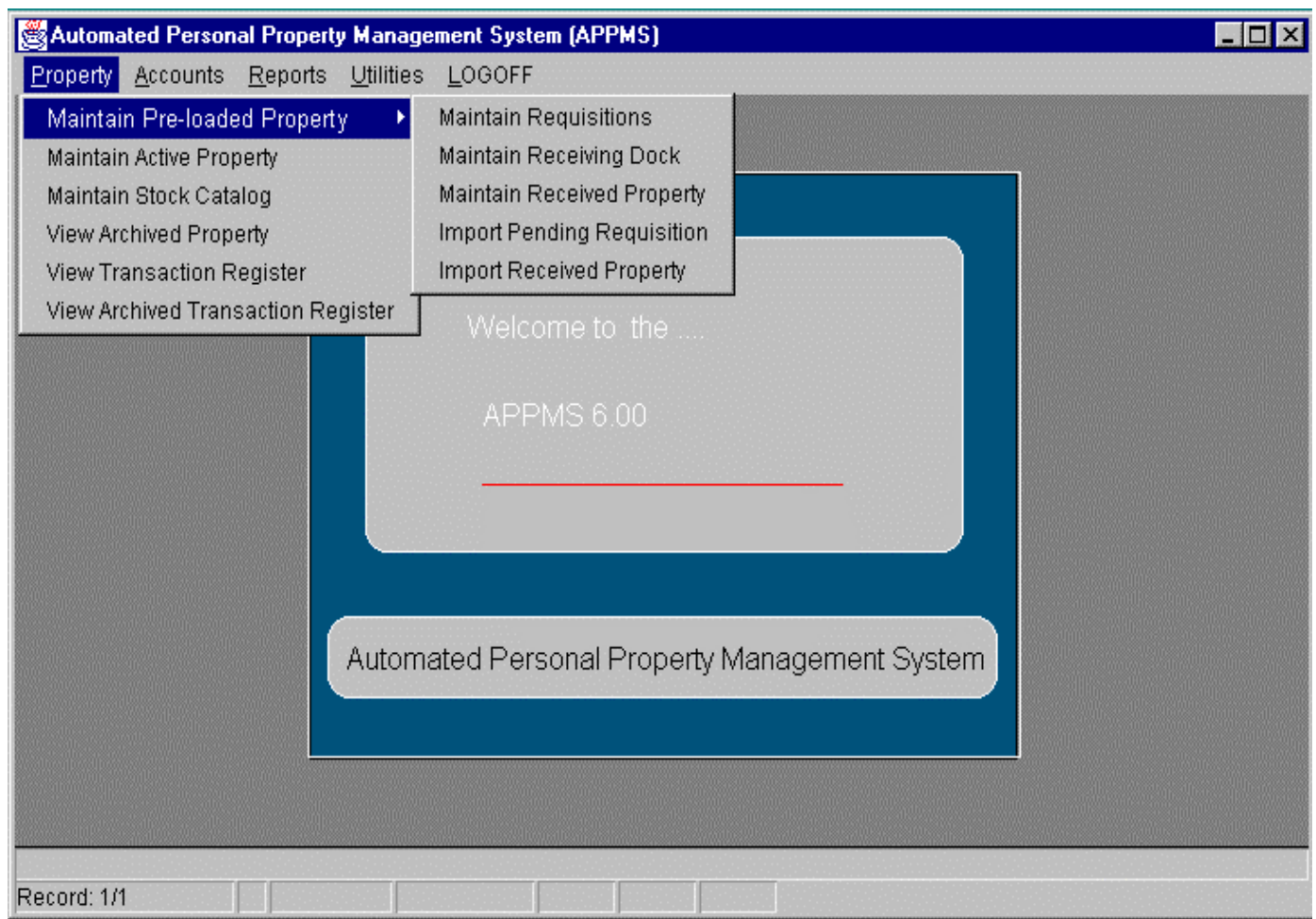
AUTOMATED PERSONAL PROPERTY MANAGEMENT SYSTEM APPMS 6.00

Property Book System

Property Menu

The Property Menu will likely be the most heavily used Main Menu option. Click on the [**Property**] option. The following Property menu is displayed.

Select the option to be performed and click.



Property Menu

Each option on the Property Menu is discussed in this section

Option [Maintain Pre-Loaded Property] is used to maintain requisitions, maintain receiving dock and received property, view pending requisitions.

Option [Maintain Active Property] is used to add, modify, and delete active property.

Option [Maintain Stock Catalog] is used to add, modify, and delete stock catalog records.

Option [View Archived Property] is used to view property records that have previously been dropped from ACTIVE status and to recover them with a D10 transaction.

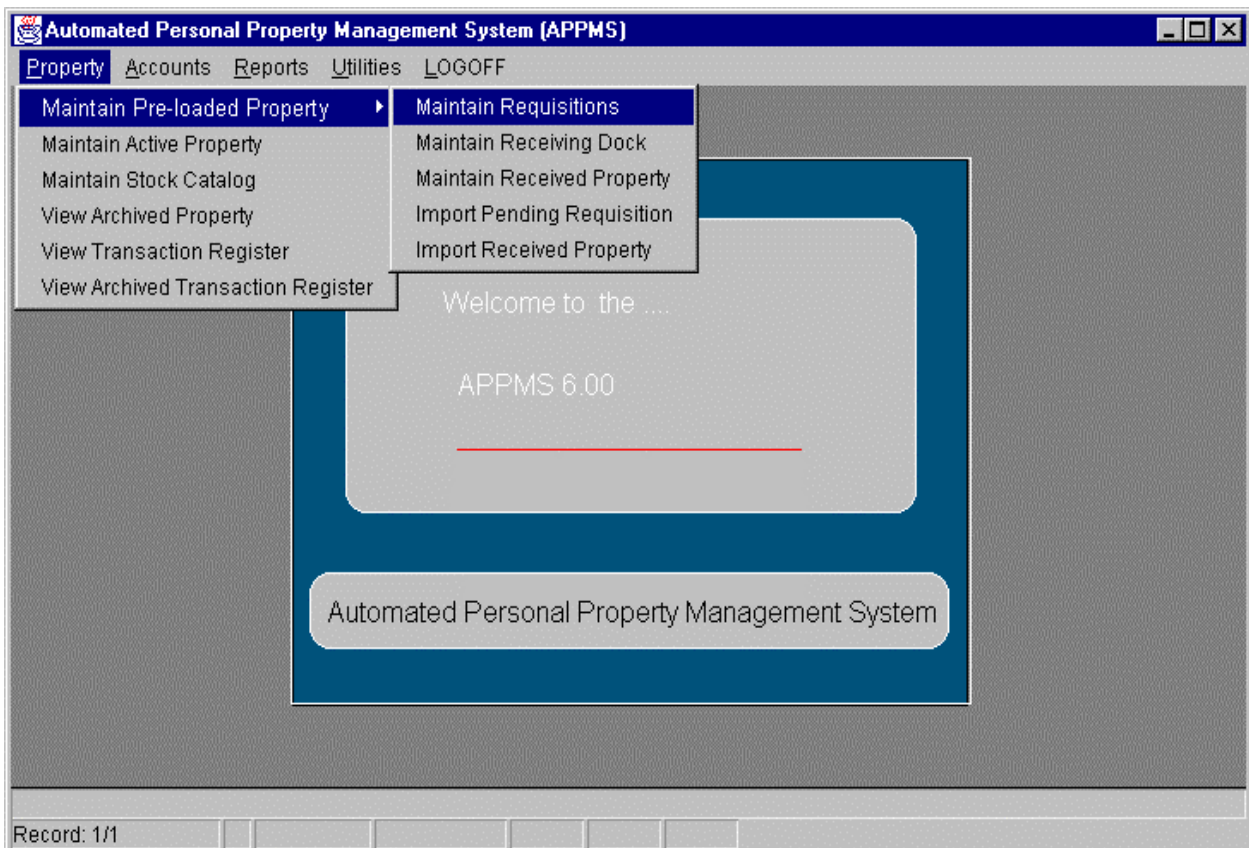
Option [View Transaction Register] is used to view register transactions for currently active property.

Option [View Archived Transaction Register] is used to view register transactions for archived property.

Maintain Pre-Loaded Property

Pre-Loaded Property - Property that has been requisitioned but has not been received.

1. From the APPMS Main Menu select the [**Property**] option.
2. Select [**Maintain Pre-Loaded Property**] on the Property Menu.
The following sub-menu is displayed:



1. Select the option to be performed and click.

Maintain Pre-Loaded Property

Option [Maintain Requisitions] is used to view and approve requisitions awaiting Logistics approval and to view those requisitions that have been previously approved/disapproved by Logistics and those that have been sent to CEFMS but not yet received.

Option [Maintain Receiving Dock] is used to enter information on property (not yet received through CEFMS) into APPMS. After selecting the Requisition to enter data on, the user may enter information such as the bar code number, serial number, and model number without activating the property item.

Option [Maintain Received Property] is used to enter bar tag information for property that has been previously received. Executing this option on a piece of property will move the property information from the Pre-Loaded property menus to the Active property menu. If information for this property item has previously been entered through the [Maintain Receiving Dock] option, that information will be carried forward to this option. If information has not been previously entered through the [Maintain Receiving Dock] option, it will be required entry on this option before the item can be activated.

Option [Import Pending requisition] brings into APPMS from CEFMS, any CEFMS requisitions that are ready for logistics approval. Once this option is executed, the requisitions will be available for logistics approval/disapproval under [Maintain Requisitions]. At a minimum, this option should be executed daily.

Option [Import Received Property] brings Receiving Report information into APPMS from CEFMS. Once this option is executed on a piece of property, that property will no longer be shown in the [View Approved Requisitions] option. The requisitions will still be shown if the quantity indicates that more items are to be received.

MAINTAIN PRE-LOADED PROPERTY
MAINTAIN REQUISITIONS

Maintain Requisitions

This option is used to view and approve requisitions awaiting Logistics' approval and to view those requisitions that have been previously approved/disapproved by Logistics.

1. From the APPMS Main Menu, select the [**Property**] option.
2. Select [**Maintain Pre-Loaded Property**] then select [**Maintain Requisition**] option. The following screen is displayed when **Maintain Requisition** option is selected:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Modify View Delete Exit

Maintain Requisition Record(s)

Requisition ID	Line No.	Auth. ID	Catalog No.	Trans. ID	Appr. IND	Org. Code	MOA Code
W74RDV51952348	4	CTA50-909	9999-99-XXX-XXXX	Q01	Y	S070000	
W74RDV52052767	1	CTA50-909	7000-00-000-0014	Q01	Y	S0L6C10	
W74RDV52052767	2	CTA50-909	7000-00-000-0015	Q01	Y	S0L6C10	
W74RDV52052767	3	CTA50-909	7000-00-000-0016	Q01	Y	S0L6C10	
W74RDV52052734	1	CTA50-909	7000-00-000-0018	Q01	N	S0L6D20	
W74RDV52052734	2	CTA50-909	7000-00-000-0019	Q01	N	S0L6D20	
W74RDV52093051	3	CTA50-909	7000-00-000-0020	Q01	Y	S0L6A10	77
W74RDV51932218	9	CTA50-909	7000-00-000-0001	Q01	Y	S0U0300	
W45XMA53076711	3	CTA50-909	8345-00-R10-0146	Q01	Y	M2K0600	C2
W74RDV51932218	11	CTA50-909	7000-00-000-0002	Q01	Y	S0U0300	

More

Query will retrieve 345 records.
Record: 1/?

3. Click the MORE button on the screen to see additional fields for Maintain Requisition.

MAINTAIN REQUISITIONS MODIFYING REQUISITIONS

Modifying Requisitions

To modify information on a pending requisition, highlight the record to be modified and click the **Modify** button on the toolbar.

1. If the requisition has already been approved (Y) or disapproved (N) the following alert is displayed.

Automated Personal Property Management System (APPMS)

Enter Query Up Down Modify View Delete Exit

Forms

! Requisition already approved and cannot be modified.
Press the View icon to view Record.

OK

Requisition	Line Item	CTA	Work Code	Q01	Y/N	S0L6C10	S0L6D20	S0L6A10	S0U0300	MOA Code
W74RDV51952	2	CTA50-909	7000-00-000-0015	Q01	Y	S0L6C10				
W74RDV52052	3	CTA50-909	7000-00-000-0016	Q01	Y	S0L6C10				
W74RDV52052767	1	CTA50-909	7000-00-000-0018	Q01	N	S0L6D20				
W74RDV52052734	2	CTA50-909	7000-00-000-0019	Q01	N	S0L6D20				
W74RDV52093051	3	CTA50-909	7000-00-000-0020	Q01	Y	S0L6A10		77		
W74RDV51932218	9	CTA50-909	7000-00-000-0001	Q01	Y	S0U0300				
W45XMA53076711	3	CTA50-909	8345-00-R10-0146	Q01	Y	M2K0600				C2
W74RDV51932218	11	CTA50-909	7000-00-000-0002	Q01	Y	S0U0300				

Record: 1/?

2. If the requisition has not been approved the following screen is displayed:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Modify View Delete Exit

Modify Requisitions Record Save Cancel

Requisition No.: W45XMA72953453 Line Item No.: 1 Amendment: 0

Obligation No.: Work Code: 007070 Ship To: M2B0200

Office Symbol: CESWF-RM-F Name: BRENDA FEENY Deliver By: 22-OCT-97

Vendor: Org Code: M2B0200 Resource Code: SUPMATRL

Funding Code: C Certify Date: Certify ID No.:

Quantity: 7 Unit Cost: 24.00 Extended Cost: 168.00

Item Description: TEST

Approved: Approved By: Approved Date: 14-APR-99

Expendable: HRA ID: 001 PEEL, SHIRLEY

Remarks:

Catalog No.: Authorization:

Noun/Nomn: Issue To: M2B0200 MOA Code: C2 Priority: UND:

no Approval id

Record: 1/1

PROPERTY MENU
MAINTAIN PRE-LOADED PROPERTY
MAINTAIN REQUISITIONS

Modifying Requisitions

3. The following fields are available for editing:

APPROVED. Enter 'Y' to approve the requisition line item or 'N' to disapprove. The APPROVED BY and APPROVED DATE fields are automatically populated.

EXPENDABLE. Enter 'T' if the property is Expendable or enter 'F' if the property is non-Expendable.

HRA ID. The Hand Receipt Account number of the person accountable for the property should be entered. If no HRA is entered, or if an invalid value is entered, a pop list of HRA Screen is displayed to allow the user to choose from the list.

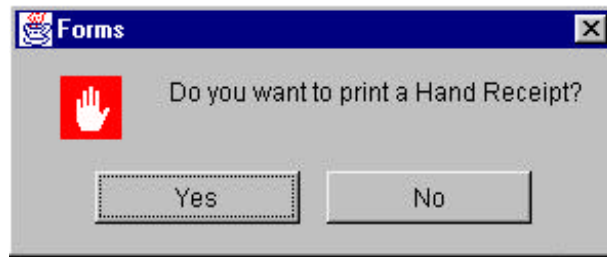
REMARK. Any needed comments may be entered here. If the line item has been disapproved, a REMARK is required to be entered stating the reason for the disapproval.

CATALOG NO. The property CATALOG NO should be entered here. If no CATALOG NO is entered, or if an invalid value is entered, a pop list of Catalog ID is displayed to allow the user to choose one or enter a new CATALOG NO in the Catalog table.

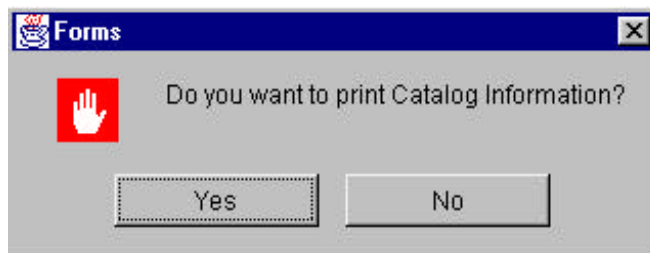
AUTHORIZATION. The proper AUTHORIZATION document should be cited here. If no AUTHORIZATION is entered, or if an invalid value is entered, selection lists of valid Authorization codes are displayed.

Modifying Requisitions

3. Click the **Save** button to save the transaction, If a purchase Request has been approved by the Supply offices user will have an option of printing a hand receipt. The following alert will be displayed:



4. Click the **Yes** button to print a hand receipt. Click the **No** button to cancel the print option.
5. If the user clicks **Yes** to print a hand receipt, an alert is displayed to print catalog information.



6. Click the **Yes** button to print catalog information. Click the **No** button to cancel printing catalog information.

Viewing Requisitions

To view Pending Requisitions, highlight the record to be viewed and click the **View** button on the toolbar.

1. The following screen is displayed when **View** button is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Modify", "View", "Delete", and "Exit". The main area is titled "Viewing Requisition Information" and contains a "Close" button in the top right corner. The form fields are organized as follows:

Requisition No.: W45XMA61213207	Line Item No.: 1	Amendment: 0
Obligation No.:	Work Code: 007070	Ship To: M2B0200
Office Symbol: CESWF-RM-F	Name: BRENDA FEENY	Delivery: 29-FEB-96
Vendor:	Org Code: M2B0200	Resource Code: SUPMATRL
Funding Code: C	Certify Date:	Certify ID No.:
Quantity: 10	Unit Cost: 5.00	Extended Cost: 50.00
Item Description: TEST FOR SMALL PURCHASE PROCEDURE		
Approved: Y	Approved By: SMITJ9478	Approve Date: 13-MAR-1999
Expendable: N	HRA ID: 060 CHARLTON, SONDR	
Remarks: 1111		
Catalog No.: 8345-00-R10-0146	Authorization: CTA50-909	

At the bottom of the window, it says "Record: 1/1" followed by several empty checkboxes.

2. Click the **close** button to return to the Maintain Requisitions screen.

Querying Requisitions

To query a requisition record, click **Enter-Query** button, then click the **Exct** button on the toolbar to execute the query. To cancel the query, click the **Cancel** button on the toolbar. The fields available for querying are:

Requisition No
Line No
Amendment No
Approved Indicator
Expendable Indicator
Deliver By Date
Remark
Office Symbol
MOA Code
Org Code
HRA ID
Catalog ID
Authorization ID
Quantity Received
Unit Cost
Extended Cost
Ordered By
Need Code
Priority Code
Ship to Org
Approval ID
Approval Date
Funding Code
Work Code
Resource Code
Print Indicator
Vendor Name
Item Description
Quantity Order
Transaction ID

For detailed instruction on using the Query function see Section Using the APPMS Query Function in Chapter 1.

MAINTAIN PRE-LOADED PROPERTY
MAINTAIN RECEIVING DOCK

Maintain Receiving Dock

This option is used to enter information on property (not yet received through CEFMS) into APPMS. After selecting the requisition to update, the user may enter information such as the bar code number, serial number, and model number without activating the property item.

1. From the APPMS Main Menu, select the **[Property]** option.
2. Select **[Maintain Pre-Loaded Property]** on the Property Menu.
3. Select **[Maintain Receiving Dock]** on the Maintain Pre-Loaded Property Menu. To access a list of requisitions not yet received by CEFMS. The user can add a requisition (update a Log approved requisition with additional information), modify a requisition, delete a requisition, search for a particular requisition, or view detail information on a requisition, from the following screen:

Requisitions No.	Line Item No.	Purchase Req No.	Bar Tag No.	Location	Room No.	Serial No.	Model No.	User ID	Record Add Date
W45XMA80491279	1			24342				JIMMIE	28-SEP-1998
W45XMA80541332	1			SSSSS				JIMMIE	14-OCT-1998
W74RDV80002110	1	W74RDV80002110	AA333	PULA	4477	1234567890	URI1	JIMMIE	26-SEP-1998

Transaction complete: 1 records applied and saved.
Record: 1/3

PROPERTY MENU
MAINTAIN PRE-LOADED PROPERTY

Adding Receiving Dock

To add information on a requisition, click the **Add** button on the toolbar.

1. The following screen is displayed when the **Add** button is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Add", "Modify", "View", "Delete", and "Exit". The main area is titled "Adding Receiving Dock Information" and contains several input fields. At the top right of this section are "Save" and "Cancel" buttons. The fields are organized as follows:

Requisition No.: <input type="text" value="W45XMA53076711"/>	Line Item No.: <input type="text" value="3"/>
Obligation No.: <input type="text"/>	
Bar Tag No.: <input type="text" value="02478"/>	
Serial No.: <input type="text" value="1234567897"/>	Model No.: <input type="text" value="UR45"/>
Location: <input type="text" value="VIRGINIA"/>	Room No.: <input type="text" value="4536"/>
Received Date: <input type="text" value="23-MAR-1999"/>	Received By: <input type="text" value="SOLDM111"/>

At the bottom of the window, there is a status bar that says "Record: 1/1" followed by several empty boxes.

2. The following fields are available for editing:

REQUISITION NO. Enter the REQUISITION NO of the property item. A selection screen of valid choices is available.

Adding Receiving Dock

LINE ITEM NO. Enter the LINE ITEM NO of the property item. A selection screen of valid choices is available.

OBLIGATION NO. If known, the OBLIGATION NO of the property item may be entered.

BAR CODE ID. The BAR CODE NO of the property item must be entered.

SERIAL NO. If known, the SERIAL NO of the property item may be entered.

MODEL NO. If known, the MODEL NO of the property item may be entered.

LOCATION. If known, the Location of the property item may be entered.

ROOM NO. If known, the ROOM NO of the property item they may entered the ROOM NO.

RECEIVED DATE. The RECEIVED DATE field will default to the current date. This date may be changed as needed.

3. Click the **Cancel** button to cancel the transaction without saving.

Click the **Save** button to save the transaction.

4. Once the transaction is **Saved** or **Cancelled** the user is returned to the **Maintain Receiving Dock** screen.

MAINTAIN RECEIVING DOCK
MODIFYING RECEIVING DOCK

Modifying Receiving Dock

1. To modify information on a Receiving Dock requisition, highlight the record to be modified and click the **Modify** button on the toolbar. The following screen will be displayed:
2. The following screen will be displayed:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Modify Receiving Dock Information Save Cancel

Requisition No.: W74RDV52052767 Line Item No.: 1

Obligation No.: 5555

Bar Tag No.: 76436

Serial No.: 666TT Model No.: 77777779

Location: TESTING Room No.: 5675

Received Date: 04-MAR-1999 Received By: SOLDM111

Record: 1/1 List of Values

3. The following fields are available for editing:

REQUISITION NO. Enter the REQUISITION NO of the property item. A selection screen of valid choices is available.

LINE ITEM NO. Enter the LINE ITEM NO of the property item. A selection screen of valid choices is available.

OBLIGATION NO. If known, the OBLIGATION NO of the property item may be entered.

BAR CODE ID. The BAR CODE NO of the property item must be entered.

PROPERTY MENU
MAINTAIN PRE-LOADED PROPERTY

Modifying Receiving Dock

SERIAL NO. If known, the SERIAL NO of the property item may be entered.

MODEL NO. If known, the MODEL NO of the property item may be entered.

LOCATION. If known, the Location of the property item may be entered.

ROOM NO. If known, the ROOM NO of the property item may be entered.

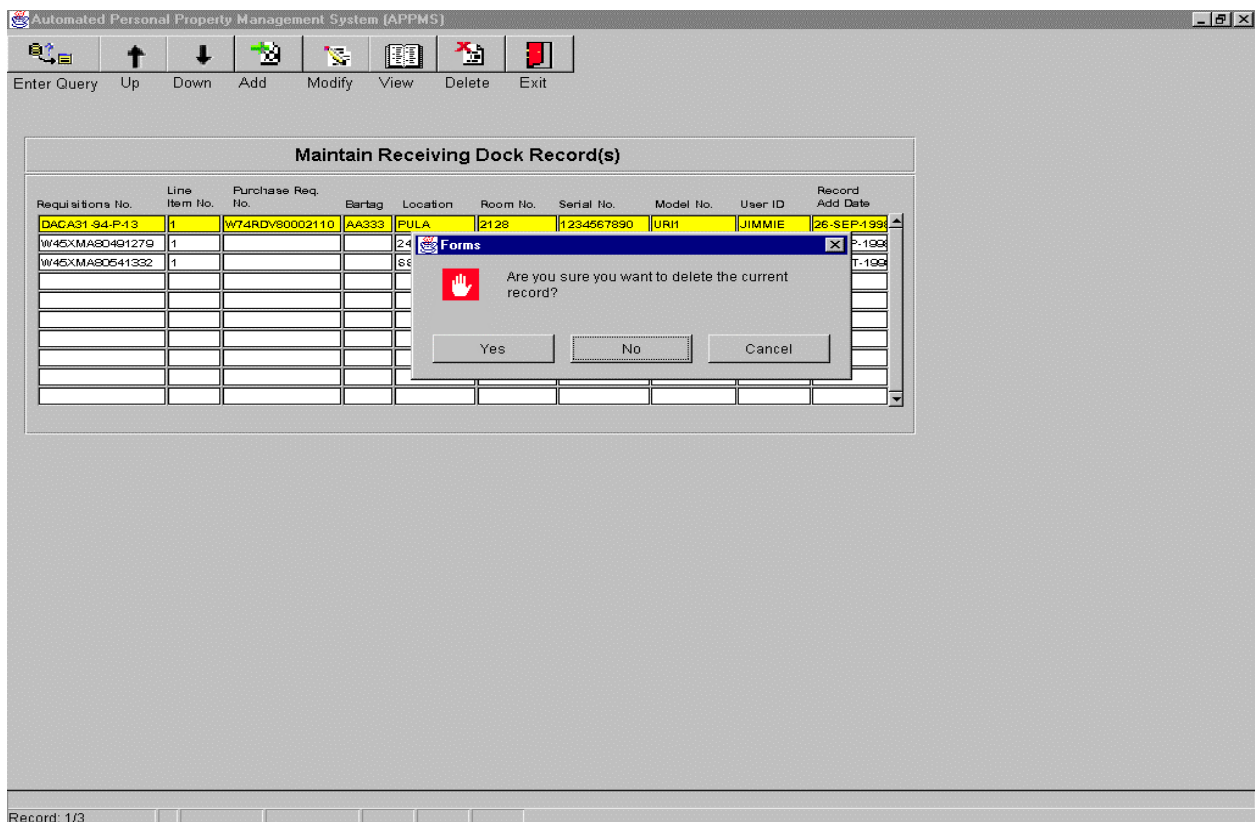
RECEIVED DATE. The RECEIVED DATE field will default to the current date. This date may be changed as needed.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **Saved** or **Cancelled** the user is returned to the Maintain Receiving Dock screen.

Deleting Receiving Dock

To delete previously entered Receiving Dock information on a property item, highlight the record to be deleted and click the **Delete** button on the toolbar.

1. The following alert is displayed when the delete button is deleted.



2. Click the **Cancel** or **No** button to cancel the transaction without saving.

2. Click the **Yes** button to delete the record.

Viewing Receiving Dock

To view Receiving Dock records, highlight the record to be viewed and click the **View** button on the toolbar.

1. The following screen is displayed when the **View** Button is selected:

The screenshot shows a software window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Add", "Modify", "View", "Delete", and "Exit". The main area of the window is titled "Viewing Receiving Dock Information" and contains a "Close" button in the top right corner. The form displays the following data:

Requisition No:	DACA31-94-P-13	Line Item No:	1
Obligation No:	W74RDV80002110		
Bar Code ID:	AA333	Model No:	URN
Serial No:	1234567890	Room No:	2128
Location:	PULA	Received By:	JIMMIE
Received Date:	26-SEP-1998		

At the bottom left of the window, it says "Record: 1/1".

2. Click the **Close** button to return to the Maintain Receiving Dock screen.

Querying Receiving Dock

To query a Receiving Dock record, click the **Enter Query** button then click the **Exct** button on the toolbar to execute the query. Click the **Cancel** button to cancel the query.

The fields available for querying are:

- Requisition No
- Line Item No
- Purchase Requisition No.
- Bar Tag No.
- Location.
- Serial No.
- Model No.
- Room No.
- User ID.
- Update Date.

For detailed instruction on using the Query function see Section Using the APPMS Query Function in Chapter 1.

Maintain Received Property

Option **[Maintain Received Property]** is used to enter bar tag information for property that has been previously received (via option **[Import Received Property]**). Executing this option on a piece of property will move the property information from the Pre-Loaded Property menus to the Active Property menu. If information for this property item has previously been entered through the **[Maintain Receiving Dock]** option, that information will be carried forward to this option. If information has not been previously entered through the **[Maintain Receiving Dock]** option, it will be required entry on this option before the item can be activated.

1. From the APPMS Main Menu, select the **[Property]** option.
2. Select **[Maintain Pre-Loaded Property]** on the Property Menu.
3. Select **[Maintain Received Property]** on the Maintain Pre-Loaded Property Menu. A list of requisitions received through CEFMS, but not yet activated to the Property book is displayed.

MAINTAIN PRE-LOADED PROPERTY
MAINTAIN RECEIVED PROPERTY

Maintain Received Property

The following screen is displayed when the **Maintain Received Property** option is selected from the Maintain Pre-loaded Property menu:

Requisition No.	Line Item No.	Amend. No.	Office Symbol	To Work Code	HRA ID	Catalog No.	Auth. ID	MOA Code	Org Code
W74RDV72661657	1	1		0006LG	137	7000-00-000-1070	CTA50-909		SOL6B50
W74RDV72129804	4	1		0006Q4	007	7000-00-000-0940	CTA50-909		SOW090
W74RDV72129804	4	1		0006Q4	007	7000-00-000-0940	CTA50-909		SOW090
W74RDV80415680	2	0		0009QV	017	7000-00-000-1133	CTA50-909		SOW080
W74RDV80415680	1	0		0009QV	017	7000-00-000-1132	CTA50-909		SOW080
W74RDV72129804	4	1		0006Q4	007	7000-00-000-0940	CTA50-909		SOW090
W74RDV72661657	1	1		0006LG	137	7000-00-000-1070	CTA50-909		SOL6B50
W74RDV72661657	1	1		0006LG	137	7000-00-000-1070	CTA50-909		SOL6B50
W74RDV72661657	1	1		0006LG	137	7000-00-000-1070	CTA50-909		SOL6B50
W74RDV72661657	1	1		0006LG	137	7000-00-000-1070	CTA50-909		SOL6B50

Query will retrieve 260 records.
Record: 1/?

- Click the **More** button to view additional fields for Maintain Received Property screen.

Purchase Requisition No.	Quantity	Quantity ID	Unit Cost	Extended Cost	Funding Code	Deliver By Date	Name	Item Description
DACA72-97-F-0302	6	1	594	3,564	M		KISUK CHEUNG	FREESTANDING FILE CABIN
DAAB07-97-D-V002	8	13	165	1,154	C		DOROTHY S SIMM	REMOVABLE MEDIA DEVICE
DAAB07-97-D-V002	8	14	165	1,154	C		DOROTHY S SIMM	REMOVABLE MEDIA DEVICE
W74RDV80415680	1	1	265	265	C		EDWARD J HECKER	AMX TX-16 REMOTE CONTR
W74RDV80415680	1	1	475	475	C		EDWARD J HECKER	AMX TX-32 REMOTE CONTR
DAAB07-97-D-V002	8	10	165	1,154	C		DOROTHY S SIMM	REMOVABLE MEDIA DEVICE
DACA72-97-F-0302	6	3	594	3,564	M		KISUK CHEUNG	FREESTANDING FILE CABIN
DACA72-97-F-0302	6	4	594	3,564	M		KISUK CHEUNG	FREESTANDING FILE CABIN
DACA72-97-F-0302	6	5	594	3,564	M		KISUK CHEUNG	FREESTANDING FILE CABIN
DACA72-97-F-0302	6	6	594	3,564	M		KISUK CHEUNG	FREESTANDING FILE CABIN

<< < > >> Previous More

Record: 1/?

PROPERTY MENU

MAINTAIN PRE-LOADED PROPERTY
MAINTAIN RECEIVING PROPERTY
MODIFYING RECEIVING PROPERTY

Maintain Receiving Property

6. Click the **Previous** button to go back to the Previous screen.

Automated Personal Property Management System (APPMS)

Enter Query Up Down Modify View Activate Exit

Maintain Received Property Record(s)

Need Code	Priority Code	Ship To Org.	Approved	Approval ID	Approval Date	Remark	Expendable	Resource Code	FOA Code
	0	W240000	Y	GODSR923	24-SEP-1997		N	OFFICEFURN	S0
	0	W240000	Y	GODSR923	26-AUG-1997		N	ITEQUIPEXP	S0
	0	W240000	Y	GODSR923	26-AUG-1997		N	ITEQUIPEXP	S0
	0	W240000	Y	GODSR923	20-FEB-1998	HQ CREDIT CARD O	N	ITEQUIPEXP	S0
	0	W240000	Y	GODSR923	20-FEB-1998	HQ CREDIT CARD O	N	ITEQUIPEXP	S0
	0	W240000	Y	GODSR923	26-AUG-1997		N	ITEQUIPEXP	S0
	0	W240000	Y	GODSR923	24-SEP-1997		N	OFFICEFURN	S0
	0	W240000	Y	GODSR923	24-SEP-1997		N	OFFICEFURN	S0
	0	W240000	Y	GODSR923	24-SEP-1997		N	OFFICEFURN	S0
	0	W240000	Y	GODSR923	24-SEP-1997		N	OFFICEFURN	S0

<< < > >>

Previous

Record: 1/?

PROPERTY MENU
 MAINTAIN PRE-LOADED PROPERTY
 MAINTAIN RECEIVED PROPERTY
 MODIFYING RECEIVED PROPERTY

Modifying Received Property

To modify information on a Received requisition (without activating the property item), highlight the record to be modified and select the **Modify** button on the toolbar.

1. The following screen is displayed when the **Modify** button selected:

Automated Personal Property Management System [APPMS]

Enter Query Up Down Modify View Activate Exit

Modify Receiving Property [Save] [Cancel]

Requisition No.: W74RDV72661657	Line Item No.: 1	Amendment: 1
Obligation No.: DACA72-97-F-0302	Work Code: 0006LG	Ship To: W240000
Office Symbol:	Name: KISUK CHEUNG	Deliver By:
Vendor: UNICOR, F.P.I., INC.	Org. Code: S0L6B50	Resource Code: OFFICEFURN
Funding Code: M	Certify Date:	Certify ID No.:
Quantity: 5	Unit Cost: 594.00	Extended Cost: 3,564.00
Item Desc.: FREESTANDING FILE CABINET, CI-FF-536-S		
Bar Tag No.: 04008	Location: MARYLAND	Room: 3645
Serial No.:	Utilization Code: 0	
Catalog No.: 7000-00-000-1070	Authorization: CTA50-909	
Noun/Nomn: PRELOAD / FILECABINET		
HRA ID: 137 HATWELL, RONALD		

Record: 1/1

2. The following fields are available for editing:

BAR CODE NO. The BAR CODE NO of the property item, is a Required field.

Modifying Received Property

LOCATION. If known, enter where the property item will be located.

ROOM. If known, enter the ROOM number where the property item will be located.

SERIAL NO. If known, the SERIAL NO of the property item may be entered.

UTILIZATION CODE. The UTILIZATION CODE can be set to:

- 'U' - Under Utilized
- 'M' - Moderately Utilized
- 'O' - Regularly Utilized

CATALOG NO. Enter the CATALOG NO of the property item. A selection screen of valid choices is available. This is a required field.

AUTHORIZATION. The proper AUTHORIZATION document should be cited here. A selection screen of valid choices is available. This is a required field.

HRA ID. Enter the HAND RECEIPT ACCOUNT number of the person who is to be responsible for the property. A selection screen of valid choices is available. This is a required entry.

3. Click the **Save** button to save the transaction.
4. Click the **Cancel** button to cancel the transaction without saving.
5. Once the transaction is Saved or Canceled, the user is return to the Maintain Received Property screen.

PROPERTY MENU
MAINTAIN PRE-LOADED PROPERTY
MAINTAIN RECEIVED PROPERTY
VIEWING RECEIVED PROPERTY

Viewing Received Property

To view Received Property records, highlight the record to be viewed and click the **View** button on the toolbar.

1. The following screen is displayed when the **View** button is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar includes standard window controls. Below the title bar is a toolbar with icons and labels for 'Enter Query', 'Up', 'Down', 'Modify', 'View', 'Activate', and 'Exit'. The main area is titled 'Viewing Receiving Property' and contains a 'Close' button in the top right corner. The form is organized into several sections with input fields:

Requisition No.: W74RDV72661657	Line Item No.: 1	Amendment: 1
Obligation No.: DACA72-97-F-0302	Work Code: 0006LG	Ship To: W240000
Office Symbol:	Name: KISUK CHEUNG	Deliver By:
Vendor: UNICOR, F.P.I., INC.	Org Code: S0L6B50	Resource Code: OFFICEFURN
Funding Code: M	Certify Date:	Certify ID No.:
Quantity: 6	Unit Cost: 594.00	Extended Cost: 3,564.00
Item Desc.: FREESTANDING FILE CABINET, CI-FF-536-S		
Bar Tag No.:	Location:	Room:
Serial No.:	Utilization Code:	
Catalog No.: 7000-00-000-1070	Authorization: CTA50-909	
Noun/Nomn: PRELOAD	/ FILECABINET	
HRA ID: 137	HATWELL, RONALD	

At the bottom left, it says 'Record: 1/1'.

2. Click the **Close** button to return to the Maintain Received Property screen.

Querying Received Property

To query a Received Property record, click the **Enter-Query** button, and then click the **Exct** button on the toolbar to execute the query. To cancel the query, click the **Cancel** button on the toolbar.

The fields available for querying are:

Requisition No
Line No
Amendment No
Purchase Order No
Deliver By Date
Remark
Office Symbol
MOA Code
Org Code
HRA ID
Catalog ID
Authorization ID
Quantity
Unit Cost
Extended Cost
Need Code
Priority Code
Ship to Org
Approved
Expendable
Approval ID
Approval Date
Funding Code
Work Code
Resource Code
FOA Code
Name
Item Description

For detailed instruction on using the Query function see Section Using the APPMS Query Function in Chapter 1.

MAINTAIN PRE-LOADED PROPERTY
MAINTAIN RECEIVED PROPERTY
ACTIVATING RECEIVED PROPERTY

Activating Received Property

Activation of Pre-Load property is done when that piece of property is now in possession and ready to be officially added to the Property Book. To activate a piece of property, highlight the record to be activated and click the **Activate** button on the toolbar.

1. The following screen is displayed when the Activate button is selected.

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar is blue with the text 'Automated Personal Property Management System (APPMS)'. Below the title bar is a toolbar with icons and labels: 'Enter Query', 'Up', 'Down', 'Modify', 'View', 'Activate', and 'Exit'. The main area is titled 'Activate Received Property' and contains a form with various fields. The fields are organized into sections: Transaction Information (Trans. ID, Trans. User, Entry Date, Trans. Desc, Trans. Date, Remarks), Property Identification (Bar Tag No., Catalog No., Doc. Reg. No., Noun/Nomn), Assignment (To HRA, From HRA, Location, Room, To Work Code, From Work Code, Inventory Date), Acquisition (Acq. Date, Acq. Cost, Accessory Cost, Due Date, Extended Cost), Requisition (Requisition No., Utilization, Funding, Purchase Order No., Authorization), and Identification (Part No., Serial No., Manufacturer, Model No., Disposal Code, Disposition Symbol, Old Tag No.). The 'Activate' button is highlighted in the toolbar.

Activate Received Property			Save	Cancel	
Trans. ID:	90820001	Trans. User:	SOLDM111	Entry Date:	23-MAR-1999
Trans. Desc:	D01	Delivery / Purchase Order	Trans. Date:	23-MAR-1999	
Remarks:					
Bar Tag No.:	03224	Catalog No.:	7000-00-000-1070	Doc. Reg. No.:	
Noun/Nomn	PRELOAD	/ FILECABINET			
To HRA:	137	HATWELL, RONALD	To Work Code:	0006LG	
From HRA:			From Work Code:		
Location:	WASH	Room:	2315	Inventory Date:	
Acq. Date:	23-MAR-1999	Due Date:			
Acq. Cost:	594.00	Accessory Cost:		Extended Cost:	594.00
Requisition No.:	W74RDV72661657	Purchase Order No.:	DACA72-97-F-0302		
Utilization:	0	Funding:	M	Authorization:	CTA50-909
Part No.:		Manufacturer:			
Serial No.:		Model No.:			
Disposal Code:		Disposition Symbol:		Old Tag No.:	

Record: 1/1

2. The following fields are available for editing:

REMARKS. This field may be changed as needed.

Activating Received property

BAR TAG NO. The BAR TAG NO of the property, This is a required field.

CATALOG NO. Enter the CATALOG NO of the property item. A selection screen of valid choices is available. This is a required field.

TO HRA. Enter the HAND RECEIPT ACCOUNT number of the person who is to be responsible for the property. A selection screen of valid choices is available. This is a required field.

LOCATION. Enter where the property item will be located. This is a required field.

ROOM. If known, enter the ROOM number where the property item will be located.

UTILIZATION. The UTILIZATION code can be set to:

- 'U' - Under Utilized
- 'M' - Moderately Utilized
- 'O' - Regularly Utilized

AUTHORIZATION. The proper AUTHORIZATION document should be cited here. A selection screen of valid choices is available. This is a required field.

PART NO. If known, the PART NO of the property item may be entered.

MANUFACTURER. If known, the MANUFACTURER of the property item may be entered.

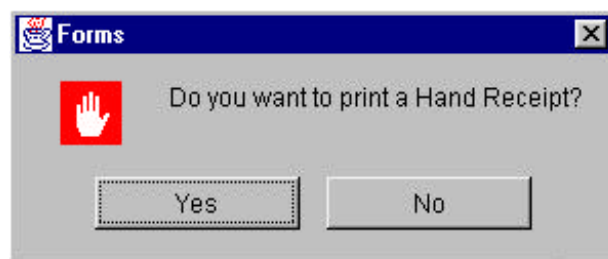
SERIAL NO. If known, the SERIAL NO of the property item may be entered.

MODEL NO. If known, the MODEL NO of the property item may be entered.

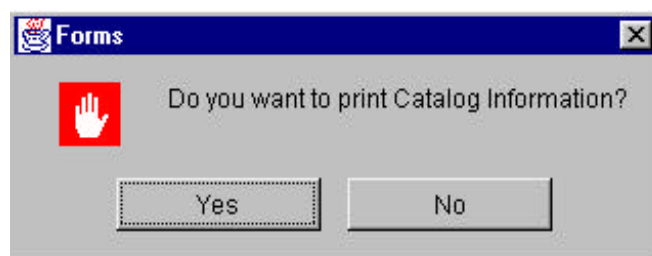
3. Click the **Save** button to save the transaction.
4. Click the **Cancel** button to cancel the transaction without saving.

Activating Received Property

5. Once the transaction is **Saved** or **Cancelled** the user is returned to the Maintain Received Property screen.
6. When the **Save** button is selected, the following alert is displayed:



7. Click the **Yes** button to print a hand receipt for this property item. Click the **No** button to cancel the printing of a hand receipt.
8. If a hand receipt is chosen to be printed, the following alert is displayed:

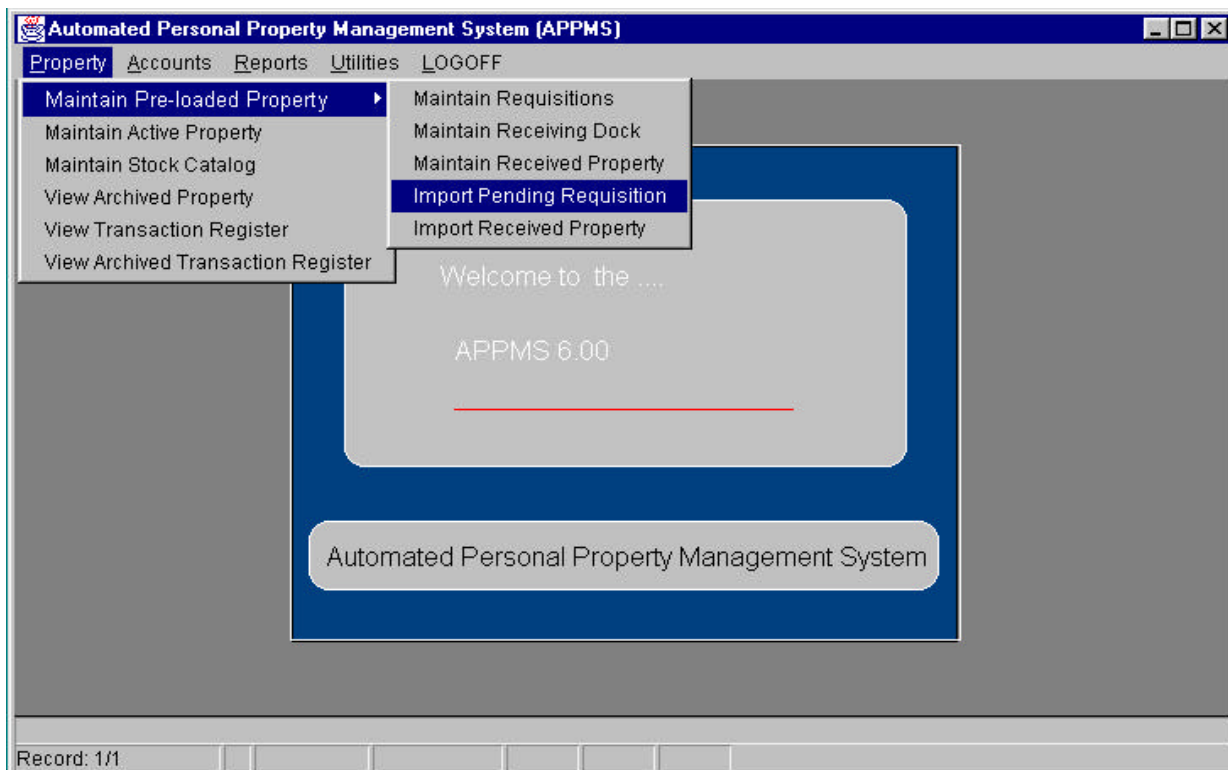


9. Click the **Yes** button to print the catalog information. Click the **NO** button to cancel the printing of catalog information. The user is returned to the Maintain Received Property screen.

Import Pending Requisition

Once requisitions have been created in CEFMS, they will need to have Logistics approval. In order for Logistics to give their approval/disapproval, the requisitions are brought into APPMS via this option.

1. From the APPMS Main Menu, select the [Property] option.
2. Select [Maintain Pre-loaded Property] on the Property Menu.
3. Select [Import Pending Requisition] on the Maintain Pre-loaded Property Menu. The following screen will be displayed:

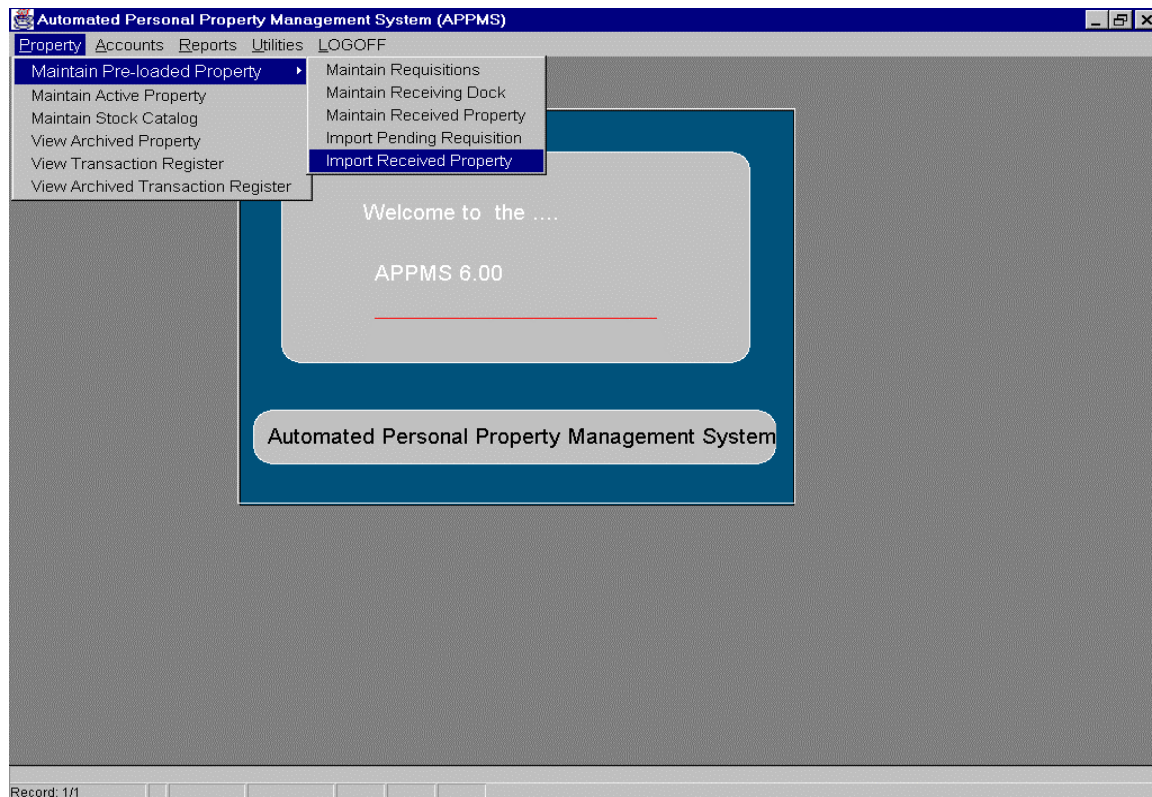


Do Not press any key on the keyboard while busy cursor being shown on the screen. This will take some time and you will get default cursor back on the main screen. The pending requisitions will be available for Logistics approval/disapproval under [Maintain Requisitions].

Import Received Property

Once property has been physically delivered to a site, the user will need to have a CEFMS Receiving Report created into CEFMS. This option will bring back to APPMS the Receiving Report information from CEFMS. Once this option is executed on a piece of property, that property item will no longer be shown in the [Maintain Requisition] option (unless the quantity indicates that more are to be received).

1. From the APPMS Main Menu, select the [Property] option.
2. Select [Maintain Pre-loaded Property] on the Property Menu.
3. Select [Import Received Property] on the Maintain Pre-loaded Property Menu. The following screen will displayed:



Do Not press any key on the keyboard while busy cursor being shown on the screen. This will take some time and you will get default cursor back on the main screen. Now you can go to [Maintain Received Property] option and activate the property.

PROPERTY MENU
MAINTAIN ACTIVE PROPERTY

Maintain Active Property

Maintain Active Property - Property that has been received and bar tagged.

1. From the APPMS Main Menu, select the **[Property]** option.
2. Select **[Maintain Active Property]** on the Property Menu. A list of current active property items is displayed. The user can search for a particular piece of property, delete a piece of property, add a new piece of property or modify the information on a piece of property from the following screen:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain Property Record(s)

Bar Tag No.	HRA ID	Sub HRA	From HRA	Catalog No.	Auth. ID	Noun	Nomenclature	Acq. Cost	Acq. Date	Total Accs. Cost	Extended Cost
00001	XXX			9999-99-XXX-XXXX		NO LINK		101.00	23-JUN-1986		101.00
00002	XXX			9999-99-XXX-XXXX		NO LINK		.00	23-JUN-1986	.00	.00
00005	XXX			9999-99-XXX-XXXX		NO LINK		.00	23-DEC-1986	.00	.00
00006	XXX			9999-99-XXX-XXXX		NO LINK		.00		.00	.00
00020	XXX			9999-99-XXX-XXXX		NO LINK		100.00	08-JAN-1987	.00	100.00
00123	054			6730-00-R10-5002	XXXXXXXX	READER	MICROFICHE	160.00	16-MAY-198	.00	160.00
00187	999			7450-00-R10-0012		RECORDER	AUDIO PORT	.00		.00	.00
00524	001		101	7460-00-R10-5026	XXXXXXXX	RECORDER		68.00	09-FEB-1982	.00	68.00
00603	101			7460-00-R10-0055	XXXXXXXX	READER	VIEWER	185.00	24-AUG-198	.00	185.00
00609	100			9999-00-R10-0057	XXXXXXXX	CARVING, W	BEAVER ON LOG	350.00	15-MAY-198	.00	350.00

More

Query will retrieve 8882 records.

Record: 1/?

Adding Active Property

To add a piece of property, not already in the Pre-Load files, click the **Add** button on the toolbar.

NOTE: In general, this option will not be used. All property should flow through the Pre-load files so that CEFMS and APPMS will always be reconciled. These transactions should only be used for the following circumstances:

- Establish Accountability Outside CEFMS
- Fedstrip/Milstrip Purchase
- Found on Works
- Built on Works
- Loan from Outside Agency
- Leased Equipment
- Received from Outside Agency
- Change Accounting Requirement Code
- Received G.F.P. from Contractor
- CEFMS/COMIS Conversion

1. The following screen is displayed when the **Add** button on the toolbar is selected:

Automated Personal Property Management System [APPMS]

Enter Query Up Down Add Modify View Delete Exit

Add Property Record Save Cancel

Trans. ID: Trans. User: SOLDM111 Entry Date: 23-MAR-1999
Trans. Desc: 002 Remote Purchase Trans. Date: 23-MAR-1999
Remarks:
Bar Tag No.: 04008 Catalog No.: 1111-11-111-1111 Doc. Reg. No.:
Noun/Nomn: COMPUTER / TESTING222
To HRA: 003 DEVICK, LARRY To Work Code:
From HRA: From Work Code:
Location: PULA Room: 3158 Inventory Date:
Acq. Date: 23-MAR-1999 Due Date:
Acq. Cost: 1,250.00 Accessory Cost: .00 Extended Cost: 1,250.00
Requisition No.: Purchase Order No.:
Utilization: M Funding: C Authorization: CAT50-909
Part No.: Manufacturer:
Serial No.: Model No.:
Disposition Code: Disposition Symbol: Old Tag No.: System Indicator: ☒

Record: 1/1 List of Values

Adding Active Property

2. The following fields are available for editing:

TRANS DESC. Enter the type of transaction to be used. A selection screen of valid choices is available. This is a required field.

TRANS DATE. The current DATE will default in this field, but the DATE may be changed as needed.

REMARKS. This field may be changed as needed.

BAR TAG NO. Enter the BAR TAG NO of the property item. This is a required field.

CATALOG NO. Enter the CATALOG NO of the property item. A selection screen of valid choices is available. This is a required field.

DOC. REG NO. Enter the DOC. REGISTER NO of the property item.

TO HRA. Enter the HAND RECEIPT ACCOUNT Number of the person who is to be responsible for the property. A selection screen of valid choices is available.

TO WORK CODE. Enter the current ADP WORK CODE for this property.

FROM HRA. Enter the HAND RECEIPT ACCOUNT number the item is coming from.

FROM WORK CODE. Enter the old ADP WORK CODE for this property.

LOCATION. Enter the physical LOCATION the property will be located in. This is a required field.

ROOM. Enter the ROOM number the property will be located in.

ACQ. DATE. Enter the DATE of acquisition of the property item.

ACQ. COST. Enter the COST of the property at the time of

Adding Active Property

acquisition.

REQUISITION NO. Enter the REQUISITION NO of the property item.

SYSTEM INDICATOR. Enter the code for the SYSTEM INDICATOR.

PURCHASE ORDER NO. Enter the PURCHASE ORDER NO of the property item.

UTILIZATION. The UTILIZATION code can be set to:

- 'U' - Under Utilized
- 'M' - Moderately Utilized
- 'O' - Regularly Utilized

FUNDING. Enter the FUNDING code for this property item.
Valid codes are:

- 'C' - Civil Works Fund
- 'R' - Revolving Fund
- 'M' - Military Fund
- 'V' - Civil Rental Fund
- 'L' - Military Rental Fund

AUTHORIZATION. The proper AUTHORIZATION document should be cited here. A selection screen of valid choices is available.

PART NO. Enter the PART NO for this property item.

MANUFACTURER. Enter the name of the MANUFACTURER of this property item.

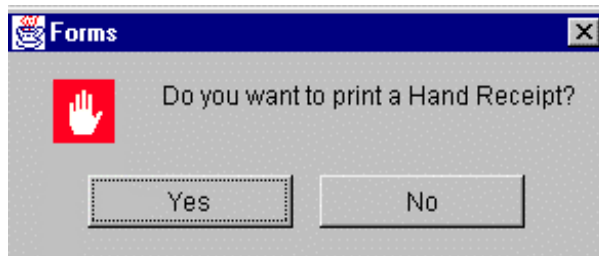
SERIAL NO. If the SERIAL NO of the property item is known, enter it in this field.

MODEL NO. If the MODEL NO of the property item is known, enter it in this field.

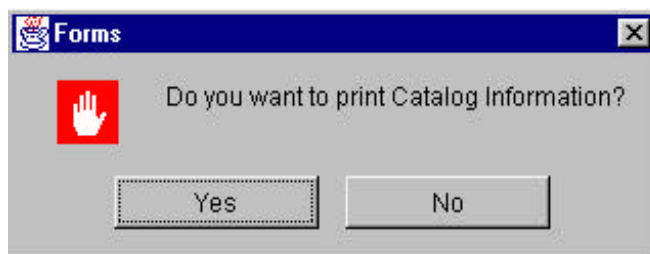
3. Click the **Save** button to save the transaction.

Adding Active Property

4. Click the **Cancel** button to cancel the transaction without saving.
5. When the **Save** button is selected, the following alert is displayed:



6. Click the **Yes** button to print hand receipt for this property Item. Click the **No** button to cancel the printing of a hand receipt.
4. If a hand receipt is chosen to be printed, the following alert is displayed:



5. Click the **Yes** button to print the catalog information. Click the **No** button to cancel printing of catalog information. The user is returned to the Maintain Active property screen.

PROPERTY MENU
MAINTAIN ACTIVE PROPERTY
MODIFYING ACTIVE PROPERTY

Modifying Active Property

To modify information on a piece of property, highlight the record to be modified and click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. A 'TRANSACTION SELECTION' dialog box is open, displaying a list of transaction codes and descriptions. The list includes: A01 Modify Accessories, A02 Betterments, A03 Excess to Hand Receipt Account, A04 Excess to Property Book, A05 Report of Survey, A06 Change Condition Code, and A07 Change Utilization Code. The 'A01 Modify Accessories' option is selected. The dialog box has a 'Find %' search field and 'Find', 'OK', and 'Cancel' buttons. The main window contains various input fields for property information, including 'Acq. Cost', 'Accessory Cost', 'Extended Cost', 'Requisition No.', 'Purchase Order No.', 'Utilization', 'Funding', 'Authorization', 'Part No.', 'Manufacturer', 'Serial No.', 'Model No.', 'Disposal Code', 'Disposition Symbol', 'Old Tag No.', and 'System Indicator'. The status bar at the bottom indicates 'Choices in list: 17' and 'Record: 1/1'.

Code	Description
A01	Modify Accessories
A02	Betterments
A03	Excess to Hand Receipt Account
A04	Excess to Property Book
A05	Report of Survey
A06	Change Condition Code
A07	Change Utilization Code

2. The transaction code selected determines which fields are

Modifying Active Property

available for editing. The possible fields include the following:

TRANS DESC. Enter the type of transaction to be used. A selection screen of valid choices is available.

TRANS DATE. The current DATE will default in this field, but the DATE may be changed as needed.

REMARKS. This field may be changed as needed.

BAR TAG NO. Enter the BAR TAG NO of the property item.

CATALOG NO. Enter the CATALOG NO of the property item. A selection screen of valid choices is available.

DOC. REG NO. Enter the DOC. REGISTER NO of the property item.

TO HRA. Enter the HAND RECEIPT ACCOUNT Number of the person who is to be responsible for the property. A selection screen of valid choices is available.

TO WORK CODE. Enter the current ADP WORK CODE for this property.

FROM HRA. Enter the HAND RECEIPT ACCOUNT number the item is coming from.

FROM WORK CODE. Enter the old ADP WORK CODE for this property.

LOCATION. Enter the physical LOCATION the property will be located in.

ROOM. Enter the ROOM number the property will be located in.

ACQ. DATE. Enter the DATE of acquisition of the property item.

ACQ. COST. Enter the COST of the property at the time of acquisition.

Modifying Active Property

REQUISITION NO. Enter the REQUISITION NO of the property item.

SYSTEM INDICATOR. Enter the SYSTEM INDICATOR code.

PURCHASE ORDER NO. Enter the PURCHASE ORDER NO of the property item.

UTILIZATION. The UTILIZATION code can be set to:

- 'U' - Under Utilized
- 'M' - Moderately Utilized
- 'O' - Regularly Utilized

FUNDING. Enter the FUNDING code for this property item.
Valid codes are:

- 'C' - Civil Works Fund
- 'R' - Revolving Fund
- 'M' - Military Fund
- 'V' - Civil Rental Fund
- 'L' - Military Rental Fund

AUTHORIZATION. The proper AUTHORIZATION document should be cited here. A selection screen of valid choices is available.

PART NO. Enter the PART NO for this property item.

MANUFACTURER. Enter the name of the MANUFACTURER of this property item.

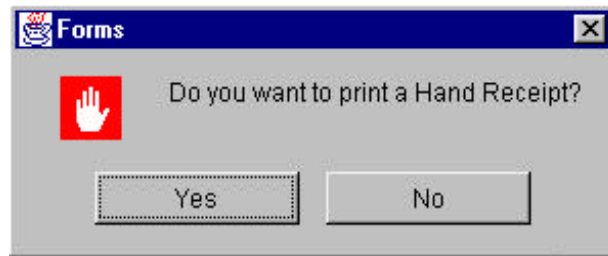
SERIAL NO. If the SERIAL NO of the property item is known, enter it in this field.

MODEL NO. If the MODEL NO of the property item is known, enter it in this field.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.

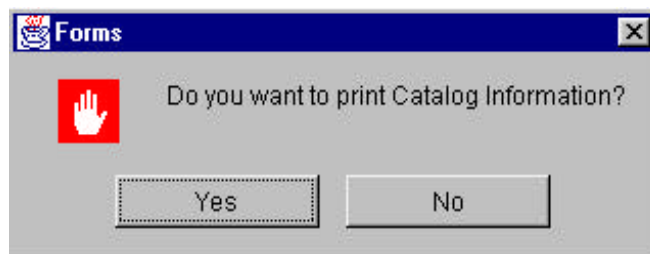
MAINTAIN ACTIVE PROPERTY
MODIFYING ACTIVE PROPERTY

When the **Save** button is selected, the following alert is displayed:



5. Click the **Yes** button to print a hand receipt for this property item. Click the **No** button to cancel the printing of a hand receipt.

6. If a hand receipt is chosen to be printed, the following alert will be displayed:



7. Click the **Yes** button to print catalog information. Click the **No** button to cancel the printing of catalog information. The user is returned to the Maintain Property screen.

NOTE: Disposal code is the mandatory fields for transaction code; A04 and A06.

Deleting Active Property

To dispose of an active property item, highlight the record to be deleted and click the **Delete** button on the toolbar.

This will move the property from Active Property to Archived Property along with any associated accessories and transactions. All Active Document Register information for the property item will be transferred to the Archived Document Register as well. The following screen is displayed when the **Delete** button on the toolbar is selected.

The screenshot displays the Automated Personal Property Management System (APPMS) interface. A 'TRANSACTION SELECTION' dialog box is open, showing a list of transaction codes: C01 (Return to Supplier - No Return), C02 (Sale), and C03 (Abandonment / Destruction). The 'Find' field contains 'C%'. The 'Property Record' form in the background shows various fields for editing, including Entry Date (23-MAR-1999), Trans. Date (23-MAR-1999), Doc. Reg. No. (9243300), Acq. Date (23-JUN-1986), Acq. Cost (101.00), Accessory Cost, Extended Cost (101.00), Requisition No., Purchase Order No., Authorization, Part No., Manufacturer, Model No., Disposal Code (B 4), Dispositional Symbol, and Old Tag No.

1. The following fields are available for editing:

TRANS DESC. Enter the type of transaction to be used. A selection screen of valid choices is available.

TRANS DATE. The current DATE will default in this field, but the DATE may be changed as needed.

REMARKS. Enter any information explaining why the property is being removed from the Active Property table.

Deleting Active Property

DISPOSAL CODE. Enter the DISPOSAL CODE for the property being deleted (archived). The Disposal Code is comprised of a Supply Code in the first column and Disposal Code in the second column. Valid Supply Codes are:

- 'A' - Serviceable (Issuable without Qualification)
- 'B' - Serviceable (Issuable with Qualification)
- 'C' - Serviceable (Priority Issue)
- 'D' - Serviceable (Test/Modification)
- 'E' - Unserviceable (Limited Restoration)
- 'F' - Unserviceable (Repairable)
- 'G' - Unserviceable (Incomplete)
- 'H' - Unserviceable (Condemned)
- 'S' - Unserviceable (Scrap)

Valid Disposal Codes are:

- '1' - Unused - good
- '2' - Unused - fair
- '3' - Unused - poor
- '4' - Used - good
- '5' - Used - fair
- '6' - Used - poor
- '7' - Repairs required - good
- '8' - Repairs required - fair
- '9' - Repairs required - poor
- 'X' - Salvage
- 'S' - Scrap

DISPOSITION SYMBOL. Enter the DISPOSITION SYMBOL for the property being deleted (archived). Valid choices are:

- 'A' - Abandon
- 'C' - Circularize
- 'DE' - Destroy
- 'RI' - Reissue
- 'SD' - Sell or Donate
- 'TD' - Transfer DRMO
- 'TI' - Trade-In

Deleting Active Property

NOTE: Above Disposal codes are mandatory fields for all transaction codes except c06, c08 and c12. Disposition symbols are mandatory fields for transaction codes c01, c02, c03, c04, c05, c07, c09, c10, c11 and c13.

2. Click the **Delete** button on the screen to initiate deletion (archiving) of the record.

Viewing Active Property

To view an Active Property record, highlight the record to be viewed and click the **View** button from the toolbar. Any accessories and transactions against the property item, along with its associated catalog record may also be viewed.

1. The following screen is displayed when the **View** button is selected:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

ACCESSORIES CATALOG TRANSACTION CLOSE

Bar Tag No.: 00001 Catalog No.: 9999-99-XXX-XXXX Doc. Reg. No.: 9243300

Noun/Normn: NO LINK /

To HRA: XXX NO LINK To Work Code:

From HRA: From Work Code:

Location: Room: Inventory Date:

Acq. Date: 23-JUN-1986 Due Date: 28-FEB-1999

Acq. Cost: 101.00 Accessory Cost: Extended Cost: 101.00

Requisition No.: Purchase Order No.:

Utilization: ☐ Funding: Authorization:

Part No.: Manufacturer:

Serial No.: Model No.:

Disposal Code: 4 B Disposition Symbol: Old Tag No.: System Indicator: U

Record: 1/1

2. From the View Property Screen the following options are available:

1. View **ACCESSORIES** information.
2. View **CATALOG** information.
3. View **TRANSACTION** information.

PROPERTY MENU
MAINTAIN ACTIVE PROPERTY

Viewing Active Property

1. View Accessories for a property item

To view accessories for a property item, click the **Accessories** button on the screen. The following screen is displayed:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar is blue with the text 'Automated Personal Property Management System (APPMS)'. Below the title bar is a toolbar with icons for 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The main area of the window displays a dialog box titled 'Accessory for Bar Tag: 00840' with a 'Close' button. Inside the dialog box is a table with two columns: 'Description' and 'Accessory Cost'. The first row of the table contains the date '04/21/1998' and the cost '10.00'. Below the table, the text 'Total Accessory Cost: 10.00' is displayed. At the bottom of the window, a status bar shows 'Record: 1/1'.

Description	Accessory Cost
04/21/1998	10.00

Total Accessory Cost: 10.00

Record: 1/1

Click the **Close** button to return to the View Property screen.

Viewing Active Property

2. View a Catalog record associated with a property item

To view a Catalog record associated with a property item, click the **Catalog** button on the screen. The following screen is displayed:

The screenshot shows a window titled "Automated Personal Property Management System (APPMMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Add", "Modify", "View", "Delete", and "Exit". The main area of the window is titled "View Catalog Record for Bar Tag No.: 00840" with a "Close" button in the top right corner. The form contains the following fields:

Catalog No.:	7430-00-T00-0021	Pilferable:	T	ECC:		LIN:	
Noun/Norm:	TYPEWRITER /						
RICC:	0	CBS-X non reportable					
LCC:	B	Issued in lieu of LCC A items					

At the bottom of the window, there is a status bar that reads "Record: 1/1" followed by several empty boxes.

Click the **Close** button to return to the Viewing Property screen.

Viewing Active Property

3. View all Transactions against a property item

To view a Transaction record against a property item, click the **Transaction** button on the screen. The following screen is displayed:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. At the top, there is a menu bar with icons and labels: Enter Query, Up, Down, Add, Modify, View, Delete, and Exit. Below this, a title bar reads 'Transaction for Bar Tag No.: 00001' with 'View' and 'Close' buttons. The main area contains a table of transactions with the following columns: Trans. ID, Trans. Code, Trans. Date, Entry Date, and Trans. User ID. The table lists 11 transactions, with the first one highlighted. At the bottom, a status bar shows 'Record: 1/?'.

Trans. ID	Trans. Code	Trans. Date	Entry Date	Trans. User ID
8324-0001	D10	20-NOV-1998	20-NOV-1998	FALGUNIS
8324-0003	C01	20-NOV-1998	20-NOV-1998	FALGUNIS
8352-0001	D10	18-DEC-1998	18-DEC-1998	SOLDM111
9019-0002	A02	19-JAN-1999	19-JAN-1999	FALGUNIS
9019-0003	A02	19-JAN-1999	19-JAN-1999	FALGUNIS
9029-0001	T02	29-JAN-1999	29-JAN-1999	SOLDM111
9061-0194	G04	02-MAR-1999	02-MAR-1999	ARVINDER
9064-0003	A06	05-MAR-1999	05-MAR-1999	SOLDM111
9064-0009	A02	05-MAR-1999	05-MAR-1999	SOLDM111
9064-0012	A02	05-MAR-1999	05-MAR-1999	SOLDM111

Record: 1/?

Click the **Close** button to return to the View Property screen.

VIEWING ACTIVE PROPERTY

Viewing Active Property

To view detail information on a transaction record, highlight the record to be viewed and click the **View** button. The following Screen is displayed:

Automated Personal Property Management System (APPMS)									
Enter Query	Up	Down	Add	Modify	View	Delete	Exit		
Viewing Transaction Property									Close
Trans. ID: 8324-0001		Trans. User: FALGUNIS			Entry Date: 20-NOV-1998				
Trans. Desc: D10		Recovered Property				Trans. Date: 20-NOV-1998			
Remarks: TESTING ON RMF22 DATABASE									
Bar Tag No.: 00001		Catalog No.: 9999-99-XXX-XXXX				Doc. Reg. No.: 92433002			
Noun/Normn: NO LINK /									
To HRA: XXX		NO LINK				To Work Code:			
From HRA:						From Work Code:			
Location:		Room:		Inventory Date:					
Acq. Date: 23-JUN-1986		Due Date:							
Acq. cost: 101.00		Accessory Cost: .00		Extended Cost: 101.00					
Requisition No.:				Purchase Order No.:					
Utilization: 0		Funding:		Authorization:					
Part No.:				Manufacturer:					
Serial No.:				Model No.:					
Disposal Code:		Disposition Symbol:		Old Tag No.:					
Record: 1/1									

PROPERTY MENU
MAINTAIN ACTIVE PROPERTY

Querying Active Property

To query an Active Property record, click the **Enter-Query** button, and then click the **Exct** button on the toolbar to execute the query. To cancel the query, click the **Cancel** button on the toolbar.

The fields available for querying are:

- To HRA
- Bar Tag
- Catalog ID
- (Catalog) Noun
- Location
- Code
- Extended Cost
- From HRA
- To Work Code
- From Work Code
- Accessory Cost
- Purchase Order Number
- Requisition Number
- Acquisition Date
- Acquisition Cost
- Serial Number
- Inventory Date
- Due Date
- Room
- Authorization Id
- Document Register No
- Funding Code
- Disp Sym
- Disposal Code
- Supply Code
- Utilization Code
- Part Number
- Model Number
- Manufacturer
- Old Bar Tag ID
- Record Add Date
- Trans. No
- Trans. Date
- (Catalog) Nomenclature
- Sub HRA

Querying Active Property

For detailed instruction on using the Query function see Section.
Using the APPMS Query Function in Chapter 1.

Maintain Stock Catalog

The Stock Catalog contains a list of valid catalog numbers and their detail information. When a property item is established, it must be assigned to a catalog number. This catalog number must exist in the Stock Catalog file prior to its use.

1. From the APPMS Main Menu, select the **[Property]** option.
2. Select **[Maintain Stock Catalog]** on the Property Menu. A list of the current stock catalog numbers is displayed. The user can search for a particular catalog number, sort the list, delete a catalog number, add a new catalog number or modify the information for a catalog number from the following screen:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain Stock Catalog Record(s)

Catalog Id	Catalog Name	Nomenclature	Filterable	LCC	ECC	LIN	RICC
1000-00-R10-0009	COMPUTER	PENTIUM 133	T	A			C
1111-11-111-1112	CONSOLE	COMPUTER SYS 0001 WPC3 P/O CYBER	T	R	5P		O
1111-11-111-1113	DISK	ARRAY SUBASSY SYS 001 CYBER 962/31	F	R	5P		O
1111-11-111-1114	DISK	ARRAY SUBASSY SYS 001 CYBER 962/31 WP	F	R	5P		O
1111-11-111-1115	DISK	ASSY CYBER 962/31 SYS 0001 WPC3 CE	F	R	5P		O
1111-11-111-1116	INTERFACE	DEVICE MNF MDI CYBER 962/31 SYS 0001	F	R	5P		O
1111-11-111-1117	INTERFACE	DEVICE MNF MDI SYS 001 WPC3 CE-0006	F	R	5P		O
1111-11-111-1118	BOARD	25KVA M9 60 HERTZ CYBER 962/31 SYS	F	R	5P		O
1111-11-111-1120	CONSOLE	COMPUTER SYS 006 WPC4 CYBER 962/31	F	R	5P		O
1111-11-111-1121	DISK	ARRAY SUBASSY CYBER 962/32 SYS 006	F	R	5P		O

Record: 1/?

MAINTAIN STOCK CATALOG
ADDING STOCK CATALOG ENTRY

Adding Stock Catalog Entry

To add a catalog number, click the **Add** button on the toolbar.

1. The following screen is displayed when **Add** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPM)' window. The title bar reads 'Automated Personal Property Management System (APPM)'. Below the title bar is a toolbar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The 'Add' button is highlighted. The main window displays a dialog box titled 'Adding Catalog Number' with 'Save' and 'Cancel' buttons. Inside the dialog, there are two radio buttons: 'Manual Catalog No.' (selected) and 'Computer Generated Catalog No.'. To the right of the second radio button is the label 'Federal Stock Class:'. Below these are several input fields: 'Catalog Id:', 'Filterable:' (checkbox), 'ECC:' (checkbox), 'LIN:', and 'Houn/Homenclature:'. At the bottom of the dialog, there are two dropdown menus: 'RICC:' with the value 'D' and 'CB6-X non reportable', and 'LCC:' with the value 'A' and 'Army Standard item'. The status bar at the bottom of the window shows 'Record: 1/1'.

2. Select whether the Control Number will be manually or computer generated (only 1 may be chosen).
3. If the control number is manually generated, enter the Catalog number.

PROPERTY MENU
MAINTAIN STOCK CATALOG
ADDING STOCK CATALOG ENTRY

Adding Stock Catalog Entry

4. If the control number is computer generated, enter the Federal Stock Class number.
5. The following fields are available for editing:

PILFERABLE. If the items in this catalog class are PILFERABLE, enter 'T'; otherwise enter 'F'.

ECC. Enter the EQUIVALENT CONTROL CODE. For more information on valid codes, refer to AR 738-750.

LIN. Enter the LINE ITEM NUMBER. Refer to SB-720 for a complete list of valid codes.

NOUN/NOMENCLATURE. Enter a descriptive NOUN for the catalog class then enters an in-depth description of the catalog class.

RICC. Enter the RICC for the Catalog class. A selection screen of valid choices is available. Valid choices are:

- '0' - CBS-X non reportable
- '2' - CBS-X reportable, SN not required
- 'A' - CBS-X reportable, SN required for supply
- 'B' - CBS-X reportable, SN required for maintenance
- 'C' - CBS-X reportable, SN required for supply & Maintenance
- '8' - SIMS-X SN not required
- 'D' - SIMS-X SN required for supply
- 'E' - SIMS-X SN required for maintenance
- 'F' - SIMS-X SN required for supply & maintenance
- 'G' - Serial Number required for supply

LCC. Enter the LCC for the Catalog class. A selection screen of valid choices is available. Valid choices are:

- 'A' - Army Standard item
- 'B' - Issued in lieu of LCC A items
- 'D' - Not qualified for type classification
- 'F' - Reserve Components only
- 'N' - Items not separately type classified

PROPERTY MENU
MAINTAIN STOCK CATALOG
ADDING STOCK CATALOG ENTRY

Adding Stock Catalog Entry

'O' - Obsolete Items
'R' - Items not in SB-700-20
'T' - Limited procurement of tests only
'U' - Type classified - limited procurement

6. Click the **Cancel** button to cancel the transaction without saving.
7. Click the **Save** button to save the transaction.
8. Once the transactions **Save** or **Cancelled** has been selected, the user is returned to the Maintain Stock Catalog Record Screen.

Modifying Stock Catalog Entry

To modify information on a catalog class, highlight the record to be modified and click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar is blue with the text 'Automated Personal Property Management System (APPMS)'. Below the title bar is a toolbar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The 'Modify' button is highlighted. The main area of the window displays a 'Modify Catalog Number' dialog box. This dialog box has a title bar with 'Modify Catalog Number' and 'Save' and 'Cancel' buttons. Inside the dialog box, there are several fields: 'Catalog Id:' with the value '1000-00-R10-0009', 'Pilferable:' with a dropdown menu showing 'F', 'ECC:' with a dropdown menu showing an empty box, and 'LIN:' with a dropdown menu showing an empty box. Below these is a 'Noun/Nomenclature:' field with the value 'COMPUTER' and a dropdown menu showing 'PENTIUM 133'. Below that is a 'RICC:' field with a dropdown menu showing 'C' and the text 'CBS-X reportable, SN required for supply & maintenance'. At the bottom is an 'LCC:' field with a dropdown menu showing 'A' and the text 'Army Standard item'. At the bottom of the main window, there is a status bar that says 'Record: 1/1'.

2. The following fields are available for editing:

PILFERABLE. If the items in this catalog class are PILFERABLE, enter 'T'; otherwise enter 'F'.

Modifying Stock Catalog Entry

ECC. Enter the EQUIVALENT CONTROL CODE. For more information on valid codes, refer to AR 738-750.

LIN. Enter the LINE ITEM NUMBER. Refer to SB-720 for a complete list of valid codes.

NOUN/NOMENCLATURE. Enter a descriptive NOUN for the catalog class then enter an in depth description of the catalog class.

RICC. Enter the RICC for the Catalog class. A selection screen of valid choices is available. Valid choices are:

- '0' - CBS-X non reportable
- '2' - CBS-X reportable, SN not required
- 'A' - CBS-X reportable, SN required for supply
- 'B' - CBS-X reportable, SN required for maintenance
- 'C' - CBS-X reportable, SN required for supply & Maintenance
- '8' - SIMS-X SN not required
- 'D' - SIMS-X SN required for supply
- 'E' - SIMS-X SN required for maintenance
- 'F' - SIMS-X SN required for supply & maintenance
- 'G' - Serial Number required for supply

LCC. Enter the LCC for the Catalog class. A selection screen of valid choices is available. Valid choices are:

- 'A' - Army Standard item
- 'B' - Issued in lieu of LCC A items
- 'D' - Not qualified for type classification
- 'F' - Reserve Components only
- 'N' - Items not separately type classified
- 'O' - Obsolete Items
- 'R' - Items not in SB-700-20
- 'T' - Limited procurement of tests only
- 'U' - Type classified - limited procurement

3. Click the **Cancel** button to cancel the transaction without saving.

4. Click the **Save** button to save the transaction.

Modifying Stock Catalog Entry

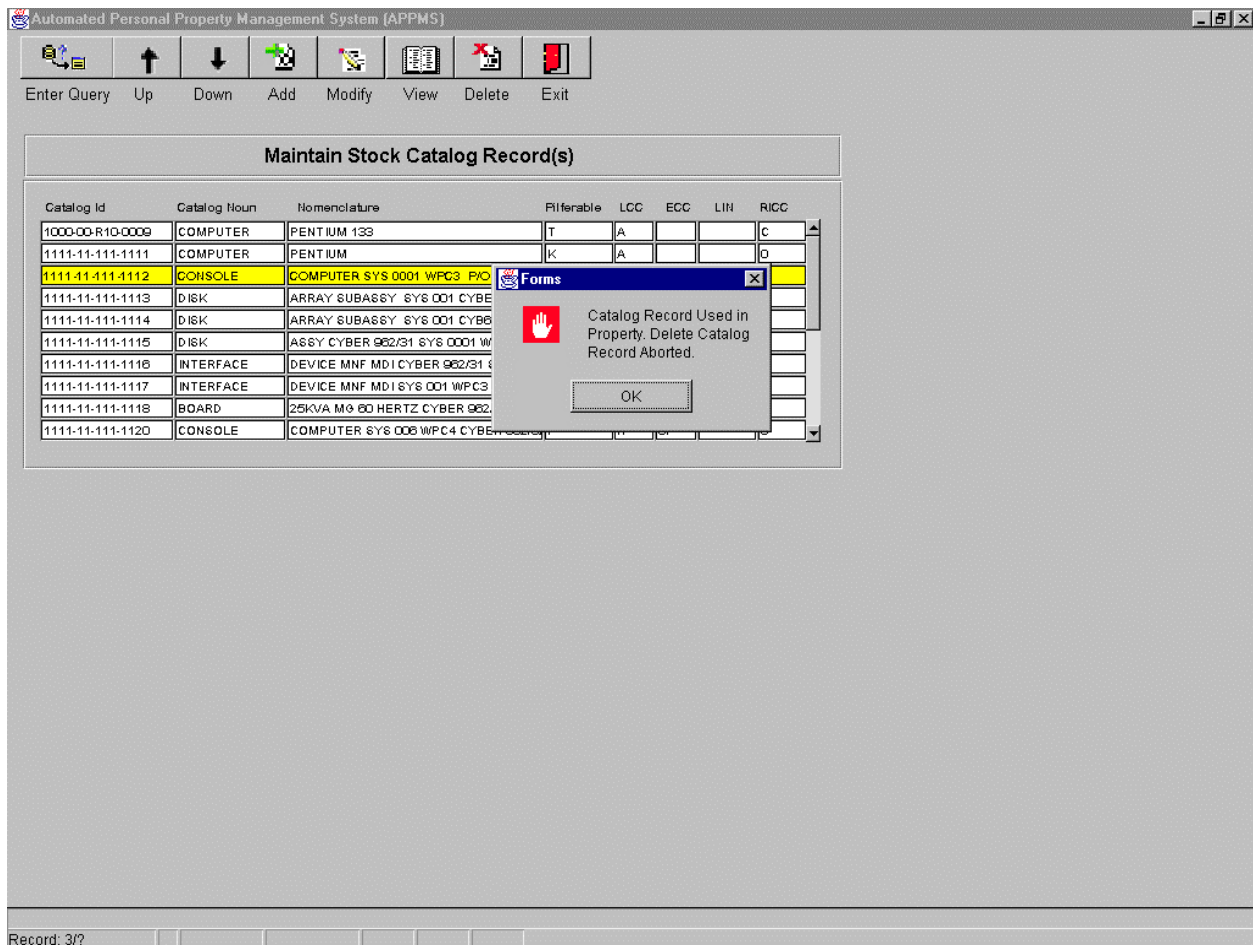
5. Once the transactions **Saved** or **Cancelled** the user is returned to the Maintain Stock Catalog screen.

Deleting Stock Catalog Entry

To delete a catalog class, highlight the record to be deleted and click the **Delete** button on the toolbar.

APPMS will not allow the user to delete a catalog class if an associated active property record exists.

1. The following alert is displayed when **Delete** is selected:



2. Click the **Ok** button to cancel the delete transaction.

Deleting Stock Catalog Entry

3. If the Catalog record can be deleted, the following alert is displayed:

The screenshot shows the 'Automated Personal Property Management System (APPM)' window. The 'Maintain Stock Catalog Record(s)' dialog is open, displaying a table of catalog records. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete the current record?' with 'Yes', 'No', and 'Cancel' buttons.

Catalog Id	Catalog Noun	Nomenclature	Pliferable	LCC	ECC	LIN	RICC
1000-00-R10-0009	COMPUTER	PENTIUM 133	T	A			C
1111-11-111-1111	COMPUTER	PENTIUM	K	A			D
1111-11-111-1112	CONSOLE	COMPUTER SYS 00					
1111-11-111-1113	DISK	ARRAY SUBASSY 6					
1111-11-111-1114	DISK	ARRAY SUBASSY 6					
1111-11-111-1115	DISK	ASSY CYBER 902/3					
1111-11-111-1116	INTERFACE	DEVICE MNF MDIC					
1111-11-111-1117	INTERFACE	DEVICE MNF MDIC					
1111-11-111-1118	BOARD	25KVA M 60 HERT					
1111-11-111-1120	CONSOLE	COMPUTER SYS 00					

Record: 1/?

4. Click the **Yes** button to delete the record, Click the **No** or **Cancel** button to cancel the delete transaction.

Viewing Stock Catalog Entry

To view a Stock Catalog record, highlight the record and click the **View** button on the toolbar.

1. The following screen is displayed when **View** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar is blue with the text 'Automated Personal Property Management System (APPMS)'. Below the title bar is a toolbar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The 'View' button is highlighted. The main area of the window displays a 'Viewing Catalog Number' dialog box. This dialog box has a 'Close' button in the top right corner. Inside the dialog box, there are several input fields: 'Catalog Id:' with the value '1000-00-R10-0000', 'Filterable:' with the value 'T', 'ECC:' with an empty field, and 'LIN:' with an empty field. Below these, there is a 'Noun/Nomenclature:' field with the value 'COMPUTER' and a slash followed by 'PENTIUM 133'. Below that, there is a 'RICC:' field with the value 'C' and a description 'CBS-X reportable, SN required for supply & maintenance'. At the bottom, there is an 'LCC:' field with the value 'A' and a description 'Army Standard item'. At the bottom of the main window, there is a status bar that says 'Record: 1/1'.

2. Click the **Close** button to return to the Maintain Catalog screen.

Querying Catalog Records

To query a catalog record, click the **Enter-Query** button, and then click the **Exct** button on the toolbar to execute the query. To cancel the query, click the **Cancel** button on the toolbar.

The fields available for querying are:

- Catalog ID
- (catalog) Noun
- (catalog) Nomenclature
- (catalog) Pilferable
- (catalog) ECC
- (catalog) LCC
- (catalog) LIN
- (catalog) RICC

View Archived Property

Archived Property that has been previously disposed of is called Property.

1. From the APPMS Main Menu select the **[Property]** option.
2. Select **[View Archived Property]** on the Property Menu. The user will see a list of archived property items. The user can reactivate a previously deleted property item (recover), search for a particular piece of property, sort the list, or find the information from the following screen:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Recover View Exit

Archive Property Record(s)

Bar Tag No.	HRA ID	Catalog ID	Auth. ID	Noun	Nomenclature	Acquisition Date	Acquisition Cost	Total Accs. Cost	Extended Cost
00021	XXX	9999-99-XXX-XXXX		NO LINK		23-JAN-1987	123.23	.00	123.23
00022	999	9999-99-XXX-XXXX		NO LINK		11-JAN-1987	10,000.00	.00	10,000.00
00064	XXX	6720-00-R10-0004		PROJECTOR,SL		13-OCT-1987	.00	.00	.00
00102	XXX	6730-00-R10-0005	TDA	READER	MICROFICHE	10-MAR-1991	.00	.00	.00
00106	054	9999-99-XXX-XXXX		NO LINK			.00	.00	.00
00107	051	7420-00-C00-0016	XXXXXXXXXX	CALCULATOR		14-JUL-1980	389.68	.00	289.67
00109	999	6730-00-R10-0005		READER	MICROFICHE		.00	.00	.00
00113	101	9999-99-XXX-XXXX	CTA50-909	NO LINK			.00	.00	.00
00118	999	9999-99-XXX-XXXX		NO LINK		16-MAY-1981	21.00	.00	21.00
00126	779	7420-00-C00-0016	CTA50-909	CALCULATOR		04-OCT-1978	289.67	.00	289.67

More

Query will retrieve 23216 records.
Record: 1/?

3. Click on the **More** button to see additional query fields.
4. Click the **Previous** button to return to the previous query screen.

Recovering An Archived Property Item

To recover a previously deleted property item from Archived Property, highlight the record to be recovered and select the **Recover** button from the toolbar.

1. The following screen is displayed when **Recover** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar includes the system name and standard window controls. Below the title bar is a toolbar with icons for 'Enter Query', 'Up', 'Down', 'Recover', 'View', and 'Exit'. The main area is titled 'Recovering Archive Property Record' and contains a form with various fields. The 'Recover' button is highlighted in the top right corner of the form. The form fields are organized into several sections: Transaction Information (Trans ID, Trans. User, Entry Date, Trans Desc, Trans Date, Remarks), Identification (Bar Tag No, Catalog No, Doc. Reg No, Noun/Nomn), Linkage (To HRA, From HRA, To Work Code, From Work Code), Location (Location, Room, Inventory Date), Acquisition (Acq. Date, Acq. Cost, Accessory Cost, Extended Cost, Due Date), Administrative (Requisition No, Utilization, Funding, Purchase Order No, Authorization), Identification (Part No, Serial No, Manufacturer, Model No), and Disposal (Disposal Code, Disposition Symbol, Old Tag No). The 'Record: 1/1' indicator is visible at the bottom left of the form area.

Recovering Archive Property Record					
Trans ID:	83520001	Trans. User:	SOLDM111	Entry Date:	18-DEC-1998
Trans Desc:	D10 Recover property	Trans Date:	18-DEC-1998	Remarks:	
Bar Tag No:	00001	Catalog No:	9999-99-XXX-XXXX	Doc. Reg No:	92433002
Noun/Nomn:	NO LINK	/			
To HRA:	XXX NO LINK	To Work Code:			
From HRA:		From Work Code:			
Location:		Room:		Inventory Date:	
Acq. Date:	23-JUN-1998	Due Date:			
Acq. Cost:	\$101.00	Accessory Cost:	\$0.00	Extended Cost:	\$101.00
Requisition No:		Purchase Order No:			
Utilization:	0	Funding:		Authorization:	
Part No:		Manufacturer:			
Serial No:		Model No:			
Disposal Code:		Disposition Symbol:		Old Tag No:	

Record: 1/1

2. The following field is available for editing:
REMARKS. This field may be changed as needed.

Recovering an Archived Property Item

3. Click the **Cancel** button, to cancel the transaction without saving.
4. Click the **Recover** button, to save the transaction.
5. Once the transaction is **Cancelled** or **Recovered**, the user is returned to the Archive Property screen.

Viewing An Archived Property Item

To view an Archived Property record, highlight the record and click the **View** button on the toolbar.

1. The following screen is displayed when **View** is selected:

The screenshot displays the 'Automated Personal Property Management System (APPMS)' window. The title bar includes standard window controls. Below the title bar is a toolbar with icons for 'Enter Query', 'Up', 'Down', 'Recover', 'View', and 'Exit'. The 'View' button is highlighted. Below the toolbar is a tabbed interface with four tabs: 'ACCESSORIES', 'CATALOG', 'TRANSACTIONS', and 'CLOSE'. The 'CATALOG' tab is selected. The main area contains a form with various fields for property information. At the bottom, there is a status bar showing 'Record: 1/1' and several empty buttons.

Bar Tag No.: 00001	Catalog No.: 9999-99-XXX-XXXX	Doc. Reg. No.: 9243300
Noun/Nomn: NO LINK /		
To HRA: XXX NO LINK	To Work Code:	
From HRA:	From Work Code:	
Location:	Room:	Inventory Date:
Acq. Date: 23-JUN-1986	Due Date: 28-FEB-1999	
Acq. Cost: 101.00	Accessory Cost:	Extended Cost: 101.00
Requisition No.:	Purchase Order No.:	
Utilization: 0	Funding:	Authorization ID:
Part No.:	Manufacturer:	
Serial No.:	Model No.:	
Disposal Code: B 4	Disposition Symbol:	Old Tag No.:

Record: 1/1

Viewing An Archived Property Item

From the Viewing Property Record screen, the user may do the following activities:

1. View Accessories for that property item
2. View the Catalog record associated with that property item
3. View all Transactions against that property item

1. View Accessories for that property item

To view any accessories, click the **Accessories** button on the screen. The following screen is displayed:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a menu bar with icons and labels: "Enter Query", "Up", "Down", "Recover", "View", and "Exit". The main content area is titled "Accessories for Bar Tag No.: 42347" with a "Close" button. Below this is a table with two columns: "Description" and "Accs. Cost". The first row contains "KEYBOARD" and "150.00". There are several empty rows below. At the bottom of the table, it says "Total Accessory Cost: 150.00". At the very bottom of the window, it says "Record: 1/1".

Description	Accs. Cost
KEYBOARD	150.00
Total Accessory Cost: 150.00	

2. Click the **Close** button to return to the View Property Record screen.

Viewing An Archived Property Item

3. View a Catalog record associated with a property item

To view a Catalog record associated with a property item, click the **Catalog** button on the screen. The following screen is displayed:

The screenshot shows the 'Automated Personal Property Management System [APPMS]' window. At the top, there is a menu bar with icons and labels: 'Enter Query', 'Up', 'Down', 'Recover', 'View', and 'Exit'. The main content area is titled 'Viewing Catalog Record for Bar Tag No.: 42347' and includes a 'Close' button. Below the title, there are several input fields: 'Catalog No.: 7021-00-R00-00GH', 'Pilferable: T', 'ECC: ', and 'LIN: '. Below these, there is a 'Noun/Normn.: COMPUTER / ' field. Further down, there is a 'RICC: 0 CBS-X non reportable' field and an 'LCC: ' field. At the bottom of the window, there is a status bar that says 'Record: 1/1'.

Click the **Close** button to return to the View Property screen.

Viewing An Archived Property Item

4. View all Transactions against a property item

To view a Transaction records against a property item,
Click the **Transaction** button on the screen. The following screen
is displayed:

The screenshot shows the Automated Personal Property Management System (APPMS) interface. At the top, there is a title bar with the text "Automated Personal Property Management System (APPMS)". Below the title bar is a menu bar with six buttons: "Enter Query", "Up", "Down", "Recover", "View", and "Exit". The main window displays a title "Transactions for Bar Tag No.: 42347" with "View" and "Close" buttons. Below the title is a table with five columns: "Trans. ID", "Trans. Code", "Trans. Date", "Entry Date", and "Trans. User ID". The first row of the table is highlighted with a blue background and contains the values "6227-00BU", "C06", "09-JAN-1980", "09-JAN-1980", and "FEREZAN". There are 10 rows in total. At the bottom of the window, there is a status bar that says "Record: 1/1".

Trans. ID	Trans. Code	Trans. Date	Entry Date	Trans. User ID
6227-00BU	C06	09-JAN-1980	09-JAN-1980	FEREZAN

Record: 1/1

Click the **Close** button to return to the View Property Screen.

Viewing An Archived Property Item

5. To view detailed information on a transaction, highlight the transaction and click the **View** button on the screen. The following screen is displayed:

The screenshot shows a software window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Recover", "View", and "Exit". The main area is titled "Viewing Archive Transaction Property Record" and contains a "Close" button in the top right corner. The form is organized into several sections with input fields and labels:

Trans. ID:	6227-00BU	Trans. User:	FEREZAN	Entry Date:	09-JAN-1980
Trans. Desc:	C06 Transfer to Outside Agency			Trans. Date:	09-JAN-1980
Remarks:	EXECUTIVE ORDER 12999				
Bar Tag No.:	42347	Catalog No.:	7021-00-R00-00GH	Doc. Reg. No.:	61130028
Noun/Nomn:	COMPUTER /				
To HRA:	411	PROPERTY DISPOSAL	To Work Code:	0002WB	
From HRA:			From Work Code:		
Location:	L2	Room:	L2	Inventory Date:	22-OCT-1998
Acq. Date:	08-NOV-1991	Due Date:	22-OCT-1998		
Acq. Cost:	7,183.00	Accessory Cost:	150.00	Extended Cost:	7,333.00
Requisition No.:			Purchase Order No.:		
Utilization:	0	Funding:	c	Authorization ID:	CTA50-909
Part No.:	5	Manufacturer:	AST		
Serial No.:	USE4003482		Model No.:	5	
Disposal Code:		Disposition Symbol:		Old Tag No.:	

At the bottom of the window, there is a status bar that says "Record: 1/1" followed by several empty boxes.

6. Click the **Close** button to return to the View Property screen.

Querying An Archived Property Item

To query an Archived Property record, click the **Enter-Query** then click the **Exct** button on the toolbar to execute the query. Click the **Cancel** button on the toolbar to cancel the query.

The fields available for querying are:

To HRA
Bar Tag
Catalog (Noun)
Code
Trans. Date
From HRA
Catalog ID
Location
Room
Inventory Date
Extended Cost
Accessory Cost
Purchase Order Number
Requisition Number
Acquisition Date
Acquisition Cost
Serial Number
To Work Code
From Work Code
Authorization ID
Document Register No.
Funding Code
Disp Sym
Disposal Code
Supply Code
Utilization Code
Part Number
Model Number
Manufacturer
Old Bar Tag ID
Record Add Date
Trans. No
(Catalog) Nomenclature

```
last digit of the year )))  
                                     3123-0001  
day of the year (Julian) ))2)-.))2)))) incrementing number
```

To obtain a hard copy of transactions for the day, the user must print the day's Transaction Register transactions for both the Active and Archived transactions.



PROPERTY MENU
VIEW TRANSACTION REGISTER

View Transaction Register

1. From the APPMS Main Menu, select the **[Property]** option.
2. Select **[View Transaction Register]** on the property menu. The user can search for a particular transaction or sort the list.

Automated Personal Property Management System (APPMS)

Enter Query Up Down View Exit

View Transaction Record(s)

Trans Id	Trans Code	Trans Date	Bar Tag	Catalog No.	HRA ID	Acquisition Date	Extended Cost	Catalog Noun	Catalog Nomenclature	Acquisition Cost
6177-001O	T01	25-JUN-1996	71270	7050-00-M00-029	051	07-MAY-1991	\$372.00	MONITOR		\$372.00
6178-0005	T01	26-JUN-1996	71320	7050-00-M00-029	004	29-MAY-1991	\$1,685.00	MONITOR		\$1,685.00
6178-0009	T01	26-JUN-1996	71224	5695-00-M00-002	089	09-APR-1991	\$198.00	MODEM, FAX		\$198.00
6178-000A	T01	26-JUN-1996	70813	5695-00-M00-002	012	08-FEB-1991	\$266.81	MODEM, FAX		\$266.81
6178-000B	T01	26-JUN-1996	49944	7021-00-C00-005	029	26-OCT-1991	\$2,400.00	COMPUTER	W/KEYBOARD	\$2,400.46
6178-000C	T01	26-JUN-1996	49712	5695-00-M00-002	091	14-NOV-1991	\$86.38	MODEM		\$86.38
6178-000I	T01	26-JUN-1996	49849	7050-00-M00-008	029	26-OCT-1991	\$418.00	MONITOR		\$418.00
6178-000J	D10	26-JUN-1996	71285	6730-00-S00-000	012	26-JUN-1996	\$150.00	SCREEN	PROJECTION	\$150.00
6178-000P	T01	26-JUN-1996	70999	7050-00-M00-028	003	08-FEB-1991	\$400.00	MONITOR		\$400.00
6179-0006	A10	27-JUN-1996	49105	7010-00-L00-011	086	27-JUN-1996	\$2,812.00	COMPUTER	NOTEBOOK	\$2,812.00

More

FRM_40355 Query will retrieve 8315 records.
Record: 1/?

3. Click the **More** button to see additional query fields.
4. Click the **Previous** button to return to the previous screen.

PROPERTY MENU
VIEW TRANSACTION REGISTER
VIEWING A TRANSACTION REGISTER ENTRY

Viewing A Transaction Register Entry

To view a transaction record, highlight the record to be viewed and click the **View** button on the Transaction screen.

1. The following screen is displayed when **View** is selected:

Automated Personal Property Management System [APPMS]

Enter Query Up Down View Exit

Viewing Transaction Record(s) Close

Trans. ID: 6177-0010 Trans. Update ID: MARY Entry Date: 25-JUN-1996
Trans. Code ID: T01 Trans. Remark: Transfer between HRA's Trans. date: 25-JUN-1996
Trans. Remark:

Bar Tag No.: 71270 Catalog No.: 7050-00-M00-0293 Doc. Reg. No.: 61280003
Noun/Nomn: MONITOR /
To HRA: 051 TROYAN, FRANK D To Work Code: VM8128101300095
From HRA: 054 STOLLEY, JO AN From Work Code:
Location: PULA Room No.: 5229 Inventory Date: 22-OCT-1998

Acq. Date: 07-MAY-1996 Due Date: 22-OCT-1998
Acq. Cost: 372.00 Accessory Cost: .00 Extended Cost: 372.00

Requisition No.: 53328518 Purchase Order No.:
Utilization: 0 Funding: R Authorization ID: CTA50-909
Part No.: 1565D Manufacturer: CTX
Serial No.: T2053504040 Model No.: 1565D

Disposal Code: Disposition Code: Old Tag No.:

Record: 1/1

2. Click the **Close** button to return to the View Transaction screen.

Querying A Transaction Register Entry

To query a transaction record, click the **Enter-Query** button, and then click the **Exct** button on the toolbar to execute the query. To cancel the query, click the **Cancel** button on the toolbar.

The fields available for querying are:

- Trans. ID
- Document Reg. No.
- Bar Tag ID
- (Catalog) Noun
- Code
- Trans. Date
- User ID
- To HRA
- Catalog ID
- Location
- Extended Cost
- Purchase Order No.
- Requisition No.
- Acquisition Date
- Serial No.
- Room
- Authorization
- To Work Code
- From Work Code
- From HRA
- Fund Code
- Utilization Code
- Part No.
- Model No.
- Manufacturer
- Remark
- (Catalog) Nomenclature
- (Catalog) RICC
- Disposal code
- Disp sym
- Supply Code

View Archived Transaction Register

The Archived Transaction Register contains information on past transactions against an archived property item. This allows personnel to maintain an audit trail of the Property Book transactions.

The Tran ID number is a unique number assigned to each transaction against an active piece of property. APPMS will automatically create these numbers. The created numbers are in the following format:

```
last digit of the year )))  
                                     3123-0001  
day of the year (Julian) ))2)- .))2)))) incrementing number
```

Helpful Hints:

To obtain a hard copy of transactions for the day, the user must print the day's Transaction Register transactions for both the Active and Archived transactions.



PROPERTY MENU
VIEW ARCHIVED TRANSACTION REGISTER

Viewing Archived Transaction Register

From the Property Menu select the **[View Archived Transaction Register]** option. The user will see a list of transactions for archived property items. The user can search the list for a particular transaction, sort the list, or view more information on a transaction from the following screen:

Automated Personal Property Management System (APPMS)

Enter Query Up Down View Exit

View Archive Transaction Record(s)

Trans. ID	Trans. Code	Trans. Date	Bar Tag No.	Catalog No.	HRA ID	Acquisition Date	Extended Cost	Catalog Noun	Catalog Nomenclature	Acquisition Cost
6142-000C	C01	21-MAY-1996	70324	7050-00-Z00-0095	080	11-JAN-1996	1,745.7	SCANNER, FI		1,551.35
6155-0004	C09	03-JUN-1996	46278	7050-00-K00-0067	157	19-NOV-1993	100.00	KEYBOARD		100.00
6155-000A	C09	03-JUN-1996	49768	7050-00-D00-0116	012	03-NOV-1994	326.00	DRIVE	CD ROM	326.00
6162-001F	C03	10-JUN-1996	47646	7050-00-P00-0171	151	22-APR-1996	696.00	PRINTER		696.00
6165-0064	C03	13-JUN-1996	45734	5895-00-R00-00K1	190	27-SEP-1993	1,211.0	SCANNER		1,211.00
6173-0001	C06	21-JUN-1996	44947	7021-00-C00-0111	800	22-FEB-1993	2,000.0	COMPUTER		2,000.00
6165-003A	T01	13-JUN-1996	44947	7021-00-C00-0111	800	22-FEB-1993	2,000.0	COMPUTER		2,000.00
6173-0002	C06	21-JUN-1996	44735	7021-00-C00-0098	800	02-DEC-1992	1,342.0	COMPUTER		1,342.00
6165-0038	T01	13-JUN-1996	44735	7021-00-C00-0098	800	02-DEC-1992	1,342.0	COMPUTER		1,342.00
6173-0003	C06	21-JUN-1996	43711	7050-00-K00-0008	411	16-SEP-1992	100.00	KEYBOARD		100.00

[More](#)

Query will retrieve 10291 records.
Record: 1/?

1. Click the **More** button to see additional query fields.
2. Click the **Previous** button to return to the previous screen

PROPERTY MENU
VIEW ARCHIVED TRANSACTION REGISTER
VIEWING AN ARCHIVED TRANSACTION REGISTER ENTRY

Viewing An Archived Transaction Register Entry

To view detail information on an Archived transaction record, highlight the record and click the **View** button on the toolbar.

1. The following screen is displayed when **View** is selected:

Automated Personal Property Management System (APPM)

Enter Query Up Down View Exit

Viewing Archive Transaction [Close]

Trans. ID:	6142-000C	Trans. Update ID:	MIKE	Entry Date:	21-MAY-1996
Trans. Code ID:	C01	Return to Supplier - No Return		Trans. Date:	21-MAY-1996
Trans. Remark:	no return new unit to be shipped later				
Bar Tag No.:	70324	Catalog No.:	7050-00-Z00-0099	Doc. Reg. No.:	60110064
Noun/Nomn:	SCANNER, FILM /				
To HRA:	080	SAYERS, ISABEL		To Work Code:	
From HRA:				From Work Code:	
Location:	PULA	Room No.:	6207	Inventory Date:	22-OCT-1998
Acq. Date:	11-JAN-1996			Due Date:	22-OCT-1998
Acq. Cost:	1,551.35	Accessory Cost:	.00	Extended Cost:	1,746.70
Requisition No.:	52273889C	Purchase Order No.:	DACW7295F0383		
Utilization:	0	Funding:	C	Authorization ID:	CTA50-909
Part No.:		Manufacturer:	POLAROID		
Serial No.:	402302B	Model No.:	CS2700		
Disposal Code:		Disposition Code:		Old Tag No.:	

Record: 1/1

2. Click the **Close** button to return to View Archived Transaction screen.

VIEW ARCHIVED TRANSACTION REGISTER
QUERYING AN ARCHIVED TRANSACTION REGISTER ENTRY

Querying An Archived Transaction Register Entry

To query an Archive Transaction record, click the **Enter-Query** button, and then click the **Exct** button on the toolbar to execute the query. Click the **Cancel** button to cancel the query.

The fields available for Querying are:

- Trans. ID
- Document Reg. No.
- Bar Tag ID
- (Catalog) Noun
- Code
- Trans. Date
- User ID
- To HRA
- Catalog ID
- Location
- Extended Cost
- Purchase Order No.
- Requisition No.
- Acquisition Date.
- Acquisition Cost.
- Serial No.
- Room
- Authorization
- To Work Code
- From Work Code
- From HRA
- Fund Code
- Utilization Code
- Part No.
- Model No.
- Manufacturer
- Remark
- (Catalog) Nomenclature